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ABSTRACT

The 1975-76 Boise State University faculty handbook is a guide and a reference manual to faculty members regarding both State Board policies and institutional procedures. The faculty handbook contains State Board policies related to faculty employment, promotion, and retention, plus Boise State policies and procedures related to the same topics. Topics discussed include: (1) organization of the university; (2) the faculty; (3) academic responsibilities; (4) student activities; and (5) university services and programs. Appendices contain State Board policies and institutional procedures pertaining specifically to faculty interests. (KE)

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Boise State University Faculty Handbook

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BOISE STATE UNIVERSITY

FACULTY HANDBOOK

1975-76

This edition of the Faculty Handbook is complete and should be substituted for the previous edition dated Aug. 15, 1974. Additional covers are not being printed this year.

It is the policy of Boise State University to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, or sex, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act, where applicable, as enforced by the U.S. Department of Health, Education, and Welfare.

bsu

BOISE STATE UNIVERSITY • 1910 COLLEGE BLVD. • BOISE, IDAHO 83725

OFFICE OF THE PRESIDENT

August 11, 1975

The Boise State University Handbook is a guide to new faculty and a reference manual for the entire faculty and staff regarding both State Board policies and institutional procedures. Please note that just those State Board policies and institutional procedures pertaining specifically to faculty interests are included as appendices in this handbook.

The handbook is published in loose leaf form to make changes as necessary. Faculty and professional staff are responsible for maintaining the handbook by inserting any changes published and distributed throughout the year.

The Faculty Handbook contains State Board policies related to faculty employment, promotion and retention plus Boise State policies and procedures related to the same topics. If an institutional policy or procedure is not in phase with a State Board policy, the board policy takes precedence.

The administration maintains full and open communication channels as a means of improving and enhancing the services jointly provided to the student body, to the community, and to the state of Idaho. It is my hope that you will find this document useful in becoming acquainted with the total organization and the services available as well as the privileges and responsibilities of membership in the academic community of the institution.

Cordially,

B Barnes

John B. Barnes
President

JBB:lb

Equal Opportunity Employer

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I. ORGANIZATION OF THE UNIVERSITY

INTRODUCTION

The control and government of Boise State University is vested in the State Board of Education as Trustees for Boise State (Section 33-3102, Idaho Code). Seven members of the Board are appointed by the Governor and receive no compensation for the public service rendered. The State Superintendent of Public Instruction also serves on the Board as an ex officio member. The Board of Trustees for Boise State University is responsible to the Governor and the people of the state of Idaho through the State Legislature.

Boise State University is organized into a School of Arts and Sciences, a School of Business, a School of Education, a School of Health Sciences, a Graduate School, and an Area Vocational-Technical School.

See the current Boise State Directory for names, office locations, home addresses, and phone extensions for Board members, university officials, and all university employees.

The institutional mission and objectives are stated in Part I of the current Boise State University Bulletin, Catalog Issue. Briefly, it is our goal to: (1) provide all attending students with a liberal education, (2) offer professional-technical education that will prepare students for entrance into employment, (3) provide facilities and encouragement for faculty/administrative research and growth in professional teaching competence, (4) make available student services which enrich the educational experience, in addition to the classroom teaching program, (5) allocate available resources to state and/or general public services to provide a great variety of cultural, avocational, and occupational services to special and community groups. Boise State University offers Certificates of Completion and Diplomas, Associate of Science and Associate of Applied Science degrees, baccalaureate degrees in a wide range of subjects, and graduate degrees in Business Administration and Education.

Boise State University is fully accredited with membership in the Northwest Association of Schools and Colleges. Boise State holds permanent membership in the College Entrance Examination Board and the College Scholarship Service Assembly and is on the approved list of the American Association of University Women.

Professional program accreditations include the following:

Criminal Justice Administration by the National LEEP

Dental Assistant Program by the Council of Dental Education and the American Dental Assistant Association

Respiratory Therapy Program by the Department of Allied Health of the American Medical Association

Medical Record Technician Program by the Department of Allied Health of the American Medical Association

Registered Nursing Program by the Idaho State Board of Nursing, the Northwest Association of Secondary and Higher Schools and the National League for Nursing

Department of Music is accredited as a member of the National Association of Schools of Music

Social Work Program by the Council on Social Work Education

On the following page you will find an Administrative Organizational Chart for Boise State University for the current year. This chart is a guide to show the general functional relationships of lines of authority. The complex interrelationships of the everyday operation of the university are only hinted at in this chart. To give a more definitive indication of the scope of operations, short descriptive paragraphs of the responsibilities and functions of administrative officers are presented in the following section. The brief paragraphs also satisfy a Board policy requiring a "written statement of the responsibilities of the various administrative and academic offices and other professional staff members".

RESPONSIBILITIES OF ADMINISTRATIVE POSITIONS

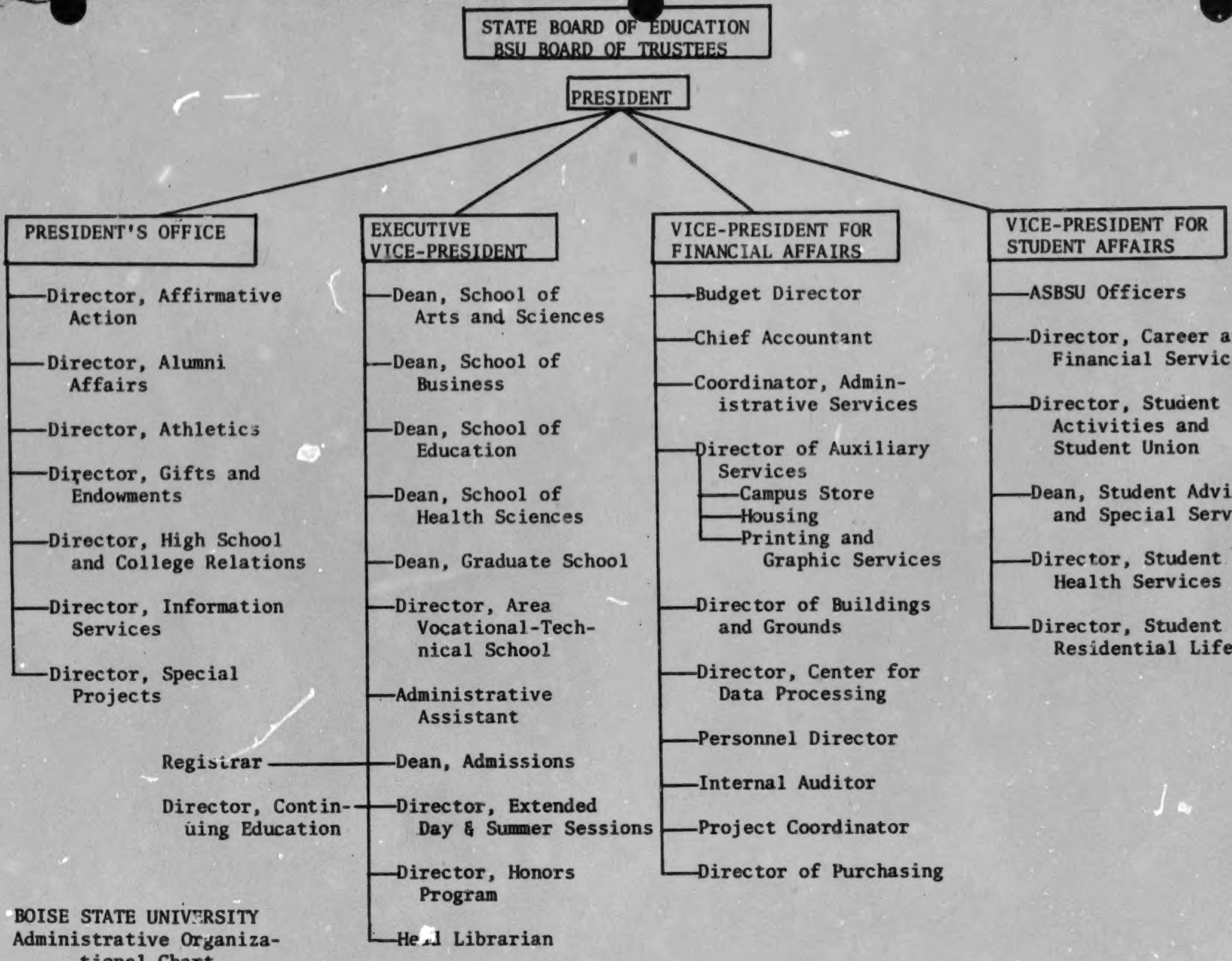
President: The President is selected by the Board of Trustees. All other administrative officers are appointed on recommendation of the President and by the approval of the Board of Trustees. The President is the chief executive of the university. He maintains broad authority in the management and operations of the university.

Executive Vice-President: Working within the framework of responsibility established by the President, the Executive Vice-President is accountable for orderly development and promulgation of the academic, vocational-technical, and instructional services programs. The Executive Vice-President is responsible for the determination of policies and procedures related to the efficient operation of the university.

Vice-President for Financial Affairs: The administration, supervision, and operation of the university's finances represent the primary responsibilities of the Vice-President for Financial Affairs. He provides assistance and counsel in the development of the budget, procures equipment and supplies, supervises an assorted array of campus financial operations and is responsible for the accounting and auditing services of the university. The Vice-President for Financial Affairs is responsible for the buildings and grounds and coordinates related funcitons with the Director of Buildings and Grounds.

Director of Gifts and Endowments: The Director of Gifts and Endowments is responsible for the organization and operation of programs to receive and manage private gifts and contributions made to the university. Specific duties require working closely with the President to communicate to the public the need and avenues for contributions to the institution through deferred giving, estate planning, corporate gifts, and annual fund campaigns.

Director of Extended Day and Summer Sessions: The Director of Extended Day and Summer Sessions directs, supervises, and administers the Extended Day Program (both academic and vocational), the Summer Sessions Program, and special



STATE BOARD OF EDUCATION
BSU BOARD OF TRUSTEES

PRESIDENT

PRESIDENT'S OFFICE
- Director, Affirmative Action
- Director, Alumni Affairs
- Director, Athletics
- Director, Gifts and Endowments
- Director, High School and College Relations
- Director, Information Services
- Director, Special Projects

EXECUTIVE VICE-PRESIDENT
- Dean, School of Arts and Sciences
- Dean, School of Business
- Dean, School of Education
- Dean, School of Health Sciences
- Dean, Graduate School
- Director, Area Vocational-Technical School
- Administrative Assistant
- Dean, Admissions
  - Registrar
- Director, Extended Day & Summer Sessions
  - Director, Continuing Education
- Director, Honors Program
- Head Librarian

VICE-PRESIDENT FOR FINANCIAL AFFAIRS
- Budget Director
- Chief Accountant
- Coordinator, Administrative Services
- Director of Auxiliary Services
  - Campus Store
  - Housing
  - Printing and Graphic Services
- Director of Buildings and Grounds
- Director, Center for Data Processing
- Personnel Director
- Internal Auditor
- Project Coordinator
- Director of Purchasing

VICE-PRESIDENT FOR STUDENT AFFAIRS
- ASBSU Officers
- Director, Career and Financial Services
- Director, Student Activities and Student Union
- Dean, Student Advisory and Special Services
- Director, Student Health Services
- Director, Student Residential Life

BOISE STATE UNIVERSITY
Administrative Organizational Chart
1975-76

workshops, institutes, seminars and conferences on campus. In additon, he is responsible for the development, direction, and coordination of the Community Development/Community Service Program with the deans of the various schools, as well as the administrators of other major functions of the university.

Director of Continuing Education: The Director of Continuing Education is responsible for the organization and operation of program offerings off of the Boise State University campus. Off-Campus course offerings both for credit and non-credit fall under Continuing Education. This includes the Mountain Home Air Force Base Program, Special Workshops, Institutes, Seminars and Special Topics Courses that might be offered off campus. The Director of Continuing Education works closely with the Deans and/or Department Heads in authorizing programs off of the main campus.

Vice-President for Student Affairs: The Vice-President for Student Affairs is responsible for the administration, coordination, and supervision of student services on the campus. Included among these services are the major areas of Career and Financial Services, Student Activities and Organization, Student Advisory and Special Services, Student Health Services, and Student Residential Life.

The Vice-President and his staff provide leadership and direction to all student services which supplement the formal instructional program. They maintain an advisory relationship to the Associated Students, leaders of campus organizations, the Alumni Association, and the Student Union Program Board. Counseling and additional advisory services, including those of a disciplinary nature, are provided to the individuals and groups through a close relationship with the Counseling Center.

Dean of Student Advisory and Special Services: The Dean of Student Advisory and Special Services provides general, personal, educational, and/or social counseling and advisory services for all students. Advisory services include assistance in programs for individual students and/or student groups in the areas of Veteran's Affairs, International Student Affairs, Minority Student Affairs, and other special student service areas. Personal recommendations, withdrawal from college, petitions, referrals, and student/faculty relations are a part of the responsibilities of the Office of Student Advisory and Special Services.

Dean of Admissions: The Dean of Admissions is responsible for the administration of all aspects of the university's program pertaining to admissions, student recruitment, and other matters pertaining to all aspects of the establishment and retention of academic policies for the institution.

The Dean of Admissions is also responsible for coordinating class scheduling and class schedule preparation, as well as the preparation of communication and assimilation of materials relative to a comprehensive registration program.

Head Librarian: The Head Librarian is responsible for planning, organizing, and administering the Boise State University Library Learning Center and its services to the academic community.

Deans of Schools, Associate Deans, and the Director of the Area Vocational-Technical School: Deans, Associate Deans, and the Director of the Area Vocational School provide academic and administrative leadership to their respective schools. These administrative officers have responsibility for the organization and operation of their schools, which includes curriculum development, budget planning, the preparation of complete course schedules, the formation of policies and procedures that facilitate an improved academic environment for students, the planning of new programs, and the improvement of the teaching process.

Department Chairmen: Department Chairmen function as basic unit academic administrative officers. They provide the academic and administrative leadership necessary for the orderly organization and operation of their departments. Department Chairmen are responsible for all matters pertaining to the curriculum and instructional program.

Director of Affirmative Action Programs: The Director of Affirmative Action Programs has general responsibility for insuring compliance with federal and state regulations regarding equal employment and educational opportunities. The Director coordinates the Affirmative Action program, and advises the President and other administrators and faculty concerning statements of policy, the identification of problem areas, and methods of arriving at solutions to problems. The Director is an ex-officio member of the Affirmative Action Committee. The Director has the overall responsibility of educating the University community regarding past, present, and future policies and procedures relating to Affirmative Action.

Other Administrative Positions

The Director of Special Projects functions in the areas of special grants and programs--local, state, and federal; public and private. The location of sources of grant monies, the filing of applications and proposals, and the implementation and administration of approved programs are three of the Director's primary responsibilities.

The Director of Information Services acts as the campus coordinator for all media and public relations. Within his area of responsibility lies the news bureau and campus photographic efforts. The Information Services function serves to assist and advise in preparation of brochures, pamphlets, and other publications. A close relationship is maintained with the Department of Communication and the student newspaper.

The Director of Athletics is responsible for supervision of the intercollegiate athletic program of Boise State University including athletic team travel, eligibility of players, schedules for contests, athletic scholarships, and athletic game management. He also acts as liaison between the university and the Bronco Athletic Association.

The Director of Alumni Affairs works directly with the President of the university and the Board of Directors of the Alumni Association. He is responsible for assistance in the promotion of institutional goals and objectives through alumni involvement. The Director is charged with the maintenance of communication with graduates and former students in an effort to retain alumni identification with the institution. He attempts to maintain a record of each of the alumni and pursues contacts through personal visitation and periodical publications. The Director's office is the central coordination point for all alumni projects designed to enhance institutional prestige and quality.

The Administrative Assistant to the Executive Vice-President is responsible for institutional research and gathers data for special related projects. He also edits various university publications including the catalog.

The Registrar has direct responsibility planning for, maintaining and up-dating the University's student record system, which includes maintaining a duplicate set of transcript records on microfilm; certifying baccalaureate and two year degrees; administering veterans' and Social Security benefits certifications; certifying student grade point averages for the Dean's List, student body offices, etc.; providing all changes of enrollment including withdrawals from the University; providing transcript service for students, both current and inactive; providing enrollment data to federal and state agencies; taking care of inquiries concerning evaluation of credit earned at Boise State and other institutions; certifying eligibility for athletic participation; and has joint responsibility with the Dean of Admissions to plan and supervise regular and late registration.

In addition the Registrar is responsible for publishing an annual enrollment report, probation and dismissal lists, and lists of graduates.

The Director of High School and University Relations serves as the primary institutional high school and junior college visitation officer. The Director corresponds with high school counselors and principals in relation to visitations programs; prepares and presents programs in relation to educational opportunities at Boise State University; writes and coordinates printing of primary admissions materials; coordinates campus tours for visitors; and coordinates activities with other Idaho college and universities in a statewide high school visitations program. In addition to liaison responsibilities for high schools and junior colleges, the Director of High School and University Relations has primary responsibility for all new student orientation programs. Included within this area are assistance with the planning of overall admissions programs and registration, as well as advising for new students.

The Assistant Dean of Admissions has the primary responsibility, in coordination with department chairmen and academic deans, of developing, coordinating, printing, and distributing class schedules. This includes working with the Scheduling Committee and adjusting class schedules and coordinating room assignments. The Assistant Dean assists in the planning, organizing, and implementing of registration and of the overall graduate, undergraduate, and foreign student admissions process. In his capacity as the foreign student admissions officer, he handles all correspondence with prospective international students, evaluates their academic credentials and verifies that all official requirements are met. Another major responsibility is general admissions counseling. He also administers readmission and reinstatement procedures for students in academic difficulty, and coordinates and authorizes acceptance for military early release and degree completion programs.

The Director of Career and Financial Services has general administrative responsibilities for coordinating the work of the university's career guidance and information program, as well as the student financial assistance program. The Director is responsible for coordinating employer on-campus interviews and for developing and maintaining a positive relationship with prospective employers of Boise State University students. He is responsible for the development of programs to encourage career exploration and to meet the changing needs of students in changes in the occupational outlook. The Director of Career and Financial Services also has the responsibility for insuring that student financial assistance resources are located according to eligibility requirements.

The Coordinator of Student Financial Aid Programs has the responsibility for coordination of the various financial aid programs of the university. He has major counseling responsibilities in interviewing applicants, reviewing costs and resources, and assisting students in becoming aware of the various alternatives available to meet their needs. Financial assistance resources include scholarships, grants, short-term loans, long-term loans, and student employment either on or off campus.

The Director of Student Residential Life is responsible for research and programming relative to student needs within residential experience. This encompasses the concerns of students in the residence halls, off-campus housing, and in married student housing. The Director attempts to implement the philosophy that programs related to residential life can advance the comprehensive educational experience of the individual by focusing an affective, as well as cognitive growth and maturation. The Director of Student Residential Life works closely with the Director of Housing in coordinating a sound residential program.

The Director of Student Activities and Student Union has responsibility for overseeing the campuswide student activity programs, primarily planned and developed by the Student Union Program Board and for close liaison assistance with the Associated Students of Boise State University. In addition, the Director has the responsibility for the operations and maintenance aspects of the Student Union Building which includes fiscal management, maintenance, scheduling, and food services.

The Director of the Student Health Service is responsible for the implementation of the goals of the Student Health Service. These goals include the assurance of the optimal health of all full-time students at Boise State University, maintaining surveillance regarding the general health care of all students and a general overview of the safety situation on campus. Definite attention is paid to preventive medicine, as well as therapeutic care of individual students who visit the Student Health Service.

The Coordinator of Veterans Affairs provides services and assistance to all student and nonstudent veterans living within the university's normal service area. The Coordinator and his staff are responsible for an Outreach Program of informing and advising all veterans of their eligibility for educational and other G.I. benefits; for establishing remedial, tutorial, and motivational education programs; and for referring veterans to campus and/or community agencies for counseling and other assistance.

The Assistant to the Dean of Student Advisory and Special Services is a key member of Student Affairs as a direct link between students and professional staff through communicating the concerns, proposals, and needs of both groups to each other. The Assistant works with programs designed to assist veterans, handicapped, minority, and international students; coordinates Student Tutorial Services; interviews students contemplating a complete withdrawal from the university; and assists with editing the Student Handbook.

The Assistant(s) in Minority Affairs works with minority, handicapped, and disadvantaged students as a resource person(s) in the areas of orientation and adjustment to the university environment; acts as an liaison, advocate, or interpreter for student/staff and faculty with bilingual communication, architectural barriers, or policy interpretation problems; and assists with surveys, research, and other studies of special students.

The Director of Administrative Services is responsible to the Vice-President for Financial Affairs for the direction and coordination of functions related to funds receiving (cashier), accounts payable, purchasing, personnel, student housing, telephone service, mail room service, parking control, and inventory control.

The Chief Accountant is responsible for the operations of the Accounting and Payroll Departments, for budget preparation, and the preparation of the various financial reports for federal grants, the State Auditor, and other state agencies. All accounting procedures and systems are coordinated through the Chief Accountant's office.

The Personnel Director is responsible for the operation and administration of the personnel programs for all employees at the university under the Idaho Personnel Commission (nonacademic personnel). She maintains files and records on academic personnel and provides information on fringe benefits to all employees of the university.

The Director of Buildings and Grounds administers and directs the operations of the custodial and maintenance staff. He maintains master scheduling of all facilities on the campus and directs the campus security forces.

The Purchasing Officer is the official agent for Boise State University responsible for the implementation and administration of all procedures on purchasing, including the issuance of all orders for materials, services, and equipment.

The Director of the Center for Data Processing is the administrative and technical head of all data processing activities of the university including equipment selection, systems analysis, programming, and operations. He provides liaison with authorized users of data processing services in support of both the academic and administrative objectives of the university.

The Internal Auditor is responsible for an independent appraisal activity within the organization for the review of accounting, financial, and other operations as a basis of service to management. It is a managerial control, which functions by measuring and evaluating the effectiveness of other controls.

The Project Coordinator is responsible to the Vice-President for Financial Affairs for design functions and construction including overall campus planning. He works and aids the individual schools of the university in programming future facilities.

The Director of Auxiliary Services is responsible for the financial management of the Housing system, Bookstore, Dormitories,Printing and Graphic Services, campus concessions, campus vending, etc. He directs and coordinates planning and management activities for all phases of Auxiliary Services in the area of Financial Affairs.

The Printing Supervisor is responsible for the design, layout, and production of university printed materials, including examinations and classroom materials, promotional brochures, forms, letterheads, signs, and all types of pertinent visual materials.

The Housing Director is responsible for the operations of all university owned housing. This includes housing assignments, collection of room and board payments, rental payments, and food service liaison. A list of available off-campus housing is also maintained in the Housing Office.

The Campus Store Manager manages [illegible] operational aspects of the Campus Store. The campus Store is the exclusive authorized supplier of all academic material. Some miscellaneous supplies and items are available for the convenience of the university community.

ORGANIZATION OF TEACHING FACULTY

Generally, the faculty are organized into departments. One member of the department is appointed chairman. The department chairman has certain administrative responsibilities to the department and reports to the dean of the school.

In addition, each faculty member has the opportunity to contribute to educational policy. Educational policy is determined by the Faculty Senate (subject, in most cases, to approval by the State Board of Education) as a result of recommendations from committees or individuals. The Constitution establishes the principles of organization, authority, and responsibilities of the Boise State University faculty (See appendix I).

Faculty Senate

The Faculty Senate is composed of the academic deans, Director of the Vocational Technical School, Head Librarian, and elected faculty from each school. (See Article V of the Faculty Constitution.)

The Faculty Senate meets regularly throughout the school year. Meetings are generally on the first and third Thursdays of each month. The meetings are always open to interested faculty and staff members.

Faculty Senate Committees

The details of faculty committee appointments, organization, functions, etc., are included in the By-Laws to the Faculty Constitution. There are standing committees in the areas of academic standards, commencement, curriculum, faculty welfare, honors, graduate school, financial aids, registration, advising, and budget priorities. (Note: Faculty interested in a committee appointment should contact the Steering Committee.)

Other Committees

Affirmative Action Program Committee: The committee, appointed by the President, is composed of faculty and staff members. It acts in a advisory capacity to the President and the Director of Affirmative Action Programs to insure compliance with BSU policy and procedures-- Nondiscrimination and Affirmative Action programs. (BSU 6-1)

Athletic Board of Control: This board, appointed by the President, is composed of seven faculty members, a representative from the student body, and an alumni representative. It is the responsibility of this committee to advise and assist in the development and coordination of athletic programs.

A Records Committee appointed by the President consists of representative members of the students, faculty, and administration. The committee is responsible for periodic review of the provisions of 5- policies covering BSU Records Policies. Policy 5-1 is on student records, other 5- policies are in effect to cover publications, employee records, records management, archives, etc.

Student Policy Board: By delegation of the President of the university, the Student Policy Board, under the chairmanship of the Vice-President for Student Affairs, is designated as the primary agency for the development and administration of the Student Code of Conduct, Student Judicial System, and other student policies and procedures relating to student life on the campus of Boise State University. The Student Policy Board is composed of two ASBSU Executive Board members, three student representatives, two members of the faculty, two Student Affairs' staff members, and the Vice-President for Student Affairs.

Student Health Service Advisory Board is a student/faculty/community board, which serves in an advisory capacity to the Director of the Student Health Service. The Board advises the Director on matters of policy, procedure, and educational programs related to the operation and services of the Student Health Service.

Student Union Board of Governors is a student/faculty board which makes recommendations to the Director of the Student Union in matters pertaining to operational policies, procedrues, charges, and budget, relative to the administration of the Student Union Building.

Academic Grievance Board: This Board, with equal representation of students and faculty and one member appointed by the Vice-President for Student Affairs will have the authority to hear appeals for review of grades awarded and to adjust grades according to its best judgement on the transcript of any student.

Resident Determination Committee: This review committee is appointed by the President to hear and reach decisions concerning appeals by students against residency decisions in accordance with the State Board of Education regulations. (Reference State Board of Education Policy Section 701.44)

Promotion, Tenure, and Competency Review Committees: These committees consist of faculty, both tenured and nontenured, and students in accordance with the provisions of BSU policies in 40- series (See Appendix III)

Personnel Selection Committees: Committees are called to assist in the selection of administrative and other positions.

Faculty Meetings

General faculty meetings are called by the President of the university.

Department meetings for departmental affairs are called by the department chairman.

Dean's meetings are called by the President or the Executive Vice-President.

Department Chairmen's meetings are called by the dean or a higher official.

EXECUTIVE COUNCIL

The Executive Council is an advisory council to the President of the university. Its membership consists of administrators, faculty, and students selected by the President to provide input from all components of the university.

II. THE FACULTY

REFERENCE MATERIALS

In addition to regular, recurring editions of the Boise State University Bulletin, Catalog Issue, and schedules of classes for each semester, the following publications are cited as valuable reference materials available to faculty.

BSU Administrative Handbook of Policies and Procedures: See Appendix III for an index and extracts of several policies concerning the faculty. Copies are available in each departmental office and published by the Office of the Executive Vice-President.

State Board of Education Policy Manual: See Appendix II for section titles and extracts concerning faculty. Copies are available in several administrative offices on campus.

BSU Faculty Constitution: See Appendix I for the complete document.

BSU Student Handbook: Published by the Office of the Dean of Student Advisory and Special Services.

BSU Classified Employees Handbook: Published by the Office of the Personnel Director.

BSU Graduate School: See Appendix IV. The policies are approved by the Graduate Council and Faculty Senate and issued from the Office of the Dean of the Graduate School.

APPOINTMENT POLICIES

Recruitment and initial negotiations for academic personnel employment are conducted by department. Recommendations for employment of new faculty members are presented to the appropriate dean for approval and submission to the Executive Vice-President.

Boise State University is an Equal Opportunity Employer and has developed an Affirmative Action Program to insure the improved utilization of women and minorities. Part of the recruitment and selection procedures include review and approval by the Director of Affirmative Action Programs for Boise State University.

The Idaho State Board of Education, acting as Board of Trustees for Boise State University, is the official body empowered to approve contractual commitments or binding agreements concerning employment. Recommendations from university officials are forwarded to the State Board for action.

As a general operating practice, only faculty who are returning the following academic year will be employed for one or both of the summer sessions.

Faculty members who have been granted either sabbatical leaves or leaves of absence without pay are eligible for summer employment prior to the academic year that the leave is authorized.

The exception to this summer employment procedure is represented by the case of a faculty member with the earned Ph.D. whose talents and knowledge cannot be readily replaced.

DEFINITION OF FACULTY

Faculty members of Boise State University are defined in Article II, Section 1 and Section 2 of the Faculty Constitution as follows:

> The Academic Faculty of the university shall include:
>
> a. All persons with full-time appointments as Professor, Associate Professor, Assistant Professor, or Instructor, to do teaching, research, or counseling, and
>
> b. Departmental chairmen and professional librarians other than the Head Librarian.
>
> The Administrative Faculty of the university shall include administrative vice-presidents, executive heads of schools, supportive services, and the Library, and all such permanent administrative officials so designated by the President of the university as provided in Section 4 of this Article. Presidential appointments to the status of Administrative Faculty are generally limited to those administrators who have been granted academic rank, or who demonstrate potential for teaching, research, or counseling positions. Contracts or letters of appointment contain an entry identifying official faculty.

RANK FOR ADMINISTRATIVE PERSONNEL

Establishment of Rank for
Administrative Personnel

In order for an individual, either seeking or holding an administrative position, to qualify for academic rank, the following stipulations must apply:

1. Teaching experience in higher education accompanying evidence showing demonstrated success.

2. Appropriate educational background qualifying the individual to teach in the given discipline or professional field. In general, the individual should be in possession of the terminal degree or be pursuing work toward it with the minimum of a master's degree and/or equivalent in the appropriate discipline or field.

3. In general, before an individual can be considered for rank, he must meet

the same requirements for academic rank that are applied for academic faculty teaching on a full-time basis. All such determinations shall require the consent of the academic department in which the rank is awarded.

4. If an individual has the appropriate educational background (i.e., degree requirements) for rank consideration, but has not teaching experience in higher education, satisfactory proficiency in teaching must be demonstrated at Boise State University before the person would qualify for a particular rank.

Rank Promotion for Administrative Personnel

Recommendations, as related to administrative personnel for rank promotion, must be processed through the same institutional channels utilized for academic faculty. This means that if an administrator holds the rank of Assistant Professor of Psychology and is recommended for promotion by his administrative superior to the rank of Associate Professor, the letter of recommendation and supporting documentation would be submitted to the Psychology Department for consideration and subsequent action. From this point on, the procedure followed will be identical to that which is utilized for academic faculty. Administrative personnel must demonstrate their teaching effectiveness by teaching at least one course per year to become eligible for rank promotion consideration.

Academic Responsibilities of Administrative Personnel Who Hold Rank

All administrative personnel who have been granted rank (except the President, the Executive Vice-President, and the academic deans) are required to accept the following responsibilities:

1. Teach at least one academic course per year as designed and offered by the department in which the administrator holds rank, or in another department if the person and the two departments mutually agree. It is the responsibility of the administrator to seek out a teaching assignment and to adjust his administrative schedule so as to be able to accept such teaching assignment. The department should make a good-faith effort to provide the teaching opportunity for the administrator.

2. Attend departmental meetings and perform other departmental duties as designated by the department chairman.

Administrative personnel (except academic deans, academic assistant deans, and academic associate deans) who have been awarded rank by a department are not eligible for tenure in that rank. Administrators who have academic rank and do not fulfill the requirements as stipulated above will receive notification from the Office of the Executive Vice-President that academic rank has been rescinded.

If for any reason an administrator (exclusive of academic deans, academic assistant deans, and academic associate deans) desired to become a full-time member of an academic department with no administrative duties, he shall apply for such position in the regular procedure. It is expected that such application for a position shall be treated equally with all other applications for a position.

PART-TIME ACADEMIC PERSONNEL

All part-time academic personnel appointments are confirmed by the completion of a payroll and personnel form and approved by the State Board of Education. The individual receives an employment letter or its equivalent which conveys the terms and conditions of the contractual agreement. Additional specific duties of his job assignmment may be made by official memoranda from the office responsible for supervision and administration. Failure to perform any of the duties and responsibilities can cause the employment agreement to be terminated on the part of the university, and further payment for services may be denied until services have been rendered.

Part-time academic personnel are not extended the full range of faculty and staff privileges. They are not eligible for official faculty rank or status, tenure, sick leave, sabbatical leaves, medical center services, or fee waivers for university courses. The following rights and privileges are afforded, not to extend beyond the actual period of employment:

1. Official identification card showing status and term of employment.

2. Parking privileges in accordance with the university regulations.

3. Facilities, equipment use, and services of the Library, Instrucational Materials Center, Educational Television, and Printing and Graphic Services Center.

4. Special services of the Office of Extended Day and Summer Sessions which include proctoring, typing, and the distribution of communications normally distributed to full-time faculty.

5. Substitutes or guest lecturers may be used, but must be paid and arranged for by the individual part-time teacher.

6. Field trips may be arranged, but established procedures must be followed (see BSU 45-6).

7. Use of university facilities such as the swimming pool and privileges of admission to campus activities will be made available on the same basis as to full-time faculty members.

8. Arrangements to march in the Academic Procession during graduation ceremonies may be made through the Office of the Executive Vice-President.

POLICIES/PROCEDURES FOR PROMOTION AND TENURE

After meeting certain requirements, faculty members at Boise State University may be considered for promotion and/or tenure. The specific policies and procedures for both are reproduced in appendices to this handbook.

The State Board of Education has imposed a quota of 75% to be placed on tenured faculty at all institutions under its governance.

Your attention is directed to the following policies and procedures:

Appendix II

509. Rank, Promotion, and Salary

513. Tenure, Non-Tenure, Dismissal, or Termination

Appendix III

40-0 Annual Faculty Performance Review

40-4 Faculty Promotion Procedure

40-4A Duties and Composition of the Promotion Committee

40-14 Policy/Procedure - Tenure

40-14A Periodic Review of Tenured Faculty

40-15 Tenure Committee--Duties and Composition

40-15A Policy on Prior Service Credit for Awarding Tenure

40-15B Auditing Procedure to Insure Continuing Compliance and Reporting

40-16 Duties and Composition of the Competency Review Committee

40-16A Student Evaluation of Faculty

GRIEVANCE POLICY

Any member of the faculty, as defined by the Faculty Constitution, shall have recourse to the Faculty Grievance Committee in resolving grievances after having exhausted the normal channels of administration within their school.

This committee shall take no action on any situation where the faculty member directly affected does not petition for himself.

The procedure for bringing any matter before the committee shall be:

1. After the individual faculty member has directed his/her case to the departmental and school administrative channels within the established structure and has received no satisfaction in resolving the matter, he/she may request a hearing by this committee in writing stating: (a) the nature of the problem, (b) the exhausting of normal channels within his school, and (c) what the individual feels would be an acceptable solution.

2. The chairman, upon receipt of the written request, shall call together the membership of the committee for a preliminary hearing within one week of said receipt.

3. The preliminary hearing will be directed at gathering information relative to the situation affecting the faculty member, and it will be the responsibility of the faculty member involved to bring forth such information, documents, written communications, etc., as pertinent to his case. Future action on the part of this committee will be contingent upon the fact-finding investigation and sufficient evidence that an infraction has occured. At the close of the preliminary hearing, the faculty member may request a formal hearing which must follow within a reasonable period of time.

4. The formal hearing shall be intended to find an equitable solution to the problem and shall be convened with the presence of all parties concerned. All formal hearings shall be closed meetings, unless otherwise requested by the faculty member issuing the petition for hearing.

The Faculty Grievance Committee shall recommend on the basis of all pertinent evidence relative to the grievances.

GRADUATE SCHOOL POLICIES

A complete review of Graduate School policies and procedures of specific interest to faculty is included in Appendix IV of this handbook.

RESIGNATIONS

Resignations are submitted to the concerned department chariman. Department chairmen acknowledge the resignation in writing and forward the letter of resignation to the dean of the school affected. The dean of the school endorses the letter of acknowledgement and forwards the entire packet of correspondence to the Office of the Executive Vice-President. A letter of acceptance of the resignation will be mailed to the particular faculty member from the Office of the President. Faculty members considering other employment are requested to inform the department chairmen of intent by April 1. Ordinarily, resignations are not accepted without prejudice after July 1.

SALARY RANGES AND TEACHING LOADS

Boise State University does not have a fixed salary schedule. Agreements for salary of new faculty members and raises for continuing faculty members are recommended by respective school administrators and the President.

The normal faculty teaching load consists of 12 to 15 semester credit hours, with a contact load of 12 to 18 hours a week and may include classes in day and extended day programs. Teaching loads in the Vocational-Technical School and certain laboratory-type situations may be higher. Some department chairmen have reduced loads to compensate for administrative duties.

Salary adjustments for previously employed personnel and promotions in academic rank are made annually and become effective with each new fiscal year on the first of July. Such changes are based on the recommendations of department chairmen and school deans.

For each five students a professor may accept in the independent study endeavor, it should be considered as one credit hour towards his teaching load.

Regular employees of the university are paid on the calendar month basis. Faculty members are paid 1/12 of their annual contract salary on the first regular working day of each calendar month. Checks are placed in the university mailboxes for all faculty. The first check will be paid on August 1. The final check is issued on the first working day of July of the following year. New faculty will be paid on the first day of the fall semester (September 2, 1975).

PAYROLL DEDUCTIONS

At the present time, the following payroll deductions apply:

1. Federal Witholding Tax: The Federal Withholding Tax is computed by the Idaho State Auditor's Office. The individual employee is responsible for filing an exemption certificate known as Form W-4 at the Personnel Office.
2. State Income Tax: In accordance with the Idaho State Law, state income taxes withheld from salary payments are computed by the Idaho State Auditor's Office.
3. Social Security: As required by the Federal Social Security Agency, deductions are made for social security taxes. Current deductions (effective January, 1974) are at a rate of 5.85% times the first $14,100.
4. State of Idaho Public Employees Retirement System: Contributions to the State of Idaho Public Employee's Retirement System are deducted on a monthly basis. Employee rate is 4½% of salary. New employees should complete an RS-2, Application for Retirement, form.
5. Major-Surgical, Major-Medical Group Insurance: For those who participate in the Blue Cross Group Insurance Plan, premiums are withheld each month.
6. Income Continuation Insurance Plan: Employees who are members of this insurance plan will have the premium deducted on a monthly basis.
7. Credit Union: Employees who become members of the credit union may have regular deductions made and transferred to their account.

8. Tax Sheltered Annuity: Employees wishing to establish annuity plans may have premiums deducted on a monthly basis.

LEAVE POLICIES

1. Sabbatical Leave: Subject to budgetary limitations, sabbatical leave may be available to faculty members after six full academic years of service or after six full academic years have elapsed since the last sabbatical leave. The ultimate purpose of the leave shall be to benefit Boise State University through the increase of the faculty member's usefulness to the institution.

   Application for a sabbatical leave should be made at least six months prior to the academic year or semester requested by the eligible faculty member. Written requests must receive the favorable endorsement of the department chairman and dean prior to submitting the request to the Office of the Executive Vice-President for approval. Presidential and State Board of Education approval are also required.

   The period of leave is usually one academic year with remuneration level at one-half of the faculty member's salary for that academic year. A period of leave of one semester is acceptable with remuneration level at full pay for the sabbatical leave period.

   The recipient of the sabbatical leave is expected to return to the university for a period of at least one academic year following the sabbatical.

2. Leave of Absence: Faculty who hold the rank of assistant professor, associate professor, or professor are eligible to apply for a leave of absence after they have completed two sucessive academic years at Boise State University. Faculty who hold the rank of instructor are not eligible for a leave of absence. Leave of absence requests will be originated in writing and submitted to the department chairman. If approved, he will initiate the request on the Personnel and Payroll Change form. This form will be routed through established channels for approval by the dean of the appropriate school, the President of the University, and the State Board of Education.

3. Sick Leave (Academic, Administration, and Professional Employees):

   Refer to Appendix II which quotes the State Board of Education's policy on Sick Leave. However, listed below are some additional Boise State University policies and procedures.

   Sick leave shall accrue at the rate of one (1) day for each full month of service. Sick leave shall accrue without limit.

   Faculty and exempt, administrative staff who exhaust their sick leave and continue to be absent from work due to illness will be subject to the following:

   a. Faculty: All future time taken for sick leave will be without pay.

b. Exempt Administrative: All future time taken for sick leave will be charged to annual leave. If all annual leave is exhausted, sick leave will be without pay.

Faculty and/or administrative staff who cannot meet on-campus responsibilities because of personal sickness or sickness of immediate family must inform the immediate supervisory without delay.

In the case of teaching faculty, arrangements should be made with the department chairman for adequate class coverage.

After returning to the campus, the sick leave form should be completed. signed by the immediate supervisor, and submitted directly to the Office of the Executive Vice-President within one week from the time of return.

Sick leave records for faculty will be maintained in the Office of the Executive Vice-President. Sick leave records for exempt, administrative staff not included in the category of classified personnel, will be maintained in the Personnel Office.

4. Maternity Leave: Refer to Appendix II which quotes the State Board of Education's policy of Maternity Leave.

5. Annual Leave: Annual or vacation leave for all faculty and other exempt employees who are employed on a fiscal year basis (not including faculty on nine or ten-month academic year contracts) shall be two days per month with a maximum accumulation of 30 days.

   Vacations will be scheduled according to the work assignments of each department with reasonable consideration given to the needs and desires of the employee. All annual leave must be taken prior to termination of contract. no annual leave will be paid beyond the contract termination date. Requests for annual leave should be sent to the Office of the Executive Vice-President; however, central records will be maintained in the Personnel Office.

RETIREMENT

Regular service retirement in the Public Employee Retirement System of Idaho consists of the full amount of retirement allowance based on the faculty member's salary and service. Faculty members are eligible for service retirement at age 65 if they have five years of total service and six months of contributing membership service. Faculty members may retire at age 60 or thereafter on the basis of full accrued credit service provided they have 30 years of credited service.

A faculty member who becomes eligible for service retirement will be retired on July 1 following his 65th birthday unless retirement is postponed. Postponement may be arranged upon an agreement between the university and the individual. Postponement cannot extend beyond July 1 following the member's 70th birthday, the mandatory retirement age from public employment in Idaho.

A faculty member is eligible for early retirement allowance if he has at least five years credit service, six months of contributing membership service, and is within ten years of eligibility for service retirement. Early retirement allowance is reduced in accordance with the age at which such retirement begins.

Faculty members may seek other information about the retirement program by consulting the Member Handbook of the Public Employees Retirement System of Idaho.

EMPLOYEE BENEFITS

Office Supplies and Instructional Materials: The university provides faculty members with commonly used office supplies and equipment. Procedures for obtaining such items are established by the deans.

Faculty Use of Vocational Shop Services: Vocational shop services are available to faculty members, staff, and students on a time-available basis. These include auto mechanics, auto body, office machine repair, machine and welding shops. The primary function of these shops is instruction of the student. It is often possible, however, to accept appropriate work which is compatible with the instructional program and provide a useful service to the staff and student body.

Time utilized for repair will be slow when compared to commercial shops. Work accomplished cannot be guaranteed.

Procedure for Payment of Vocational Shop Services is as follows:

1. Appointment must be made with instructor for work to be done.

2. Contact shop instructor before leaving car or equipment.

3. When work is completed and/or all parts have been obtained, pick up invoice for parts and pay the cashier located in the Administration Building.

4. The shop instructor will release your car or equipment when he is shown your receipt, and the work has been completed.

5. See the Coordinator of Administrative Services before any work is started if other financial arrangements are desired.

Income Continuation Insurance Plan: This insurance plan is available to all employees on a voluntary basis and is paid by the employee. The plan insures a set amount of income each month for sickness or inhibiting accidents.

Social Security: Employees of Boise State University are covered by Federal Social Security and are, therefore, eligible for social security benefits.

For details of the social security plan, please refer to the official bulletins of the Federal Security Agency. Copies may be obtained at the Personnel Office.

State Workman's Compensation Insurance: All employees are covered by Industrial Accident Insurance carried with the State Insurance Fund. This insurance protects employees against losses due to injuries or death sustained in the course of employment. Benefits are paid to the doctor and/or hospital and directly to the injured employee, or his survivor if he dies. The entire premium is paid by Boise State University. Provisions of the coverage are established by Idaho law.

Accidents or injuries to student employees, faculty, and staff occuring during the course of the work day should be reported within five days to the Personnel Office. The supervisor of the employee should complete a Supervisor Accident Report. These forms are available in the Personnel Office and, when completed, should be returned to that office.

The injured employee should be advised to report to the Personnel Office to complete a Notice of Injury and Claim for Compensation form to be filed with the State Insurance Fund. In the event that the injured employee is unable to file a claim within five days of the accident, the necessary forms can and should be completed by his or her supervisor. Questions on this procedure should be referred to the Personnel Office.

Hospital, Medical-Surgical Group Insurance with Major-Medical Benefits: A Blue Cross Group Hospital Medical-Surgical and Major-Medical Insurance Plan is now available at the Business Office.

Credit Union: Employees are eligible to join the Capitol Educators Federal Credit Union located at 1500 West Bannock, and/or the Idaho State Employees Credit Union, 200 North 4th, for savings and/or loans. Regular payroll deductions can be arranged through these credit unions.

Tax Sheltered Annuities: Employees are eligible to join certain tax sheltered annuity plans and may arrange for regular payroll deductions.

Group Life Insurance: Boise State University provides term life insurance coverage on all employees working over half time equal to their annual salary. The policy contains a double-indemnity provision in the event of death or dismemberment which occurs from a nonoccupational accident; thus, the employee's beneficiary may be paid twice the annual salary in the event of death from nonoccupational causes. At age 66, the insurance will be one-half the annual salary.

The university-paid term life policy mentioned above may be converted to a whole life policy (one that may extend beyond 65 and after retirement or until death) for a fee which can be collected by payroll deduction. This must be contracted for by the employee with Continental Life and Accident Company, whereas the other insurance is automatic.

Dependent Life Insurance coverage is available for the employee's spouse and children without charge. This provides insurance according to the following schedule:

Spouse	$1,000.00
Children (10 days-6 months)	100.00
Children (6 mo. - 19 yrs)	500.00

University employees can obtain additional group term life insurance coverage for themselves and their families through a new Group Term Life Insurance Policy available through the Public Employees Retirement System. The premium of $6 a month can be paid by regular payroll deductions. The coverage includes Group Term Life Insurance, Group Accidental Death and Dismemberment Insurance, and Dependents Group Term Life Insurance. No physical examination or proof of insurability is required if you enroll within 90 days of your employment date. Should your insurance terminate because you cease to be a member of the eligible classes, you may convert your Group Term Life Insurance to one of a number of Prudential Individual life policies within 31 days following termination of insurance.

Please contact the Boise State University Personnel Office to enroll in any of the insurance programs available or to obtain additional information.

FACULTY PUBLICATION POLICY

All faculty-authored publications to be printed in the Boise State University Printing and Graphic Services Center will be authorized under the auspices of the dean of the appropriate school. Deans will establish or act in the capacity of publications review boards for all writing to be published. Among the duties of the dean or his publications review board are the following: (1) evaluate and recommend high standards for all manuscripts presented; (2) provide interested counsel in preparation and publication of manuscripts. Procedure for the publication and printing of materials will be in accordance with the provisions of BSU 50-7.

PARTISAN POLITICAL ACTIVITIES OF EMPLOYEES

The Executive Council of Boise State University adheres to the right and responsibility of employees as individual citizens to engage in local, state, and national politics. The university is a nonpartisan entity, however; and as such, its faculty, staff, and administration should observe the following policy:

1. An employee of Boise State University should not engage in the promotion or opposition to the candidacy of individual partisan candidates on campus during BSU working hours or at official BSU functions.

2. Teaching faculty should avoid in their instructional responsibilities the promotion or opposition of any particular candidate--local, state, or national.

3. No Boise State University clerical or secretarial assistance should be used with respect to partisan political activity, nor should printing or reproducing services by used for scuh activity. Supplies, materials, equipment, telephones, and the university mail service paid by the citizens of Idaho should likewise not be used to promote or oppose a political candidate or organization.

4. An individual who is an employee of Boise State should follow AAUP guidelines

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and State Board Policy 530.0 in exhibiting care not to identify one's self or one's views as part of the employing institution.

5. The physical facilities of the university including the Student Union, Stadium, Gym, etc., should not be used by candidates who are employees of the university except as they are used by candidates who are nonemployees. The "rent the hall" principle is followed at Boise State, and the facilities are available to any candidate for public office of any party. Employees of Boise State should adhere to the same policies that affect nonemployees in terms of the use of all campus facilities for partisan political activities. Such rentals may be arranged through the Office of Buildings and Grounds, in accordance with BSU Policy 15-8.

6. Employees of Boise State University who are elected to state office will, with State Board approval, take a leave of absence from their institutional responsibilities the day before the Legislature convenes and will be placed back on official duty the day after the session adjourns. This leave is without pay. During the period of leave, the individual will not be related to Boise State University nor will the office, university, resources, etc., be used by the individual since the state institution cannot provide office space and services for persons who are not on active duty with the university.

7. Posters, banners, and other partisan campaign materials may be displayed in all univeristy facilities on bulletin boards and designated display areas, as long as such materials do not interfere with BSU student and faculty notices and announcements.

EMERITUS FACULTY STATUS

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The rank of emeritus is awarded to retiring faculty, teaching or administrative, in recognition of their service to Boise State University. The rank is accorded to members who:

1. Complete 15 years of distinguished service at Boise State University, and

2. Are recommended for the award by the Faculty Senate and appointed by the administration and State Board of Education. It shall normally be the responsibility of the department to nominate a retiring person and to be responsible for implementation of the privilege of emeritus status.

   All emeritus faculty shall be listed with the department and all University rosters in the University Bulletin and shall receive a certificate suitable for framing and gold faculty card entitling them to:

   a. Faculty privileges in campus activities

   b. The University yearbook and newspaper

   c. Mailing notices of faculty functions and social gatherings

   d. Library privileges

e. Faculty privileges pertaining to payment of fees for courses in which he may wish to enroll

f. A reserved seat for commencement, special convocation, etc.

g. Faculty parking privileges without charge or based on the current parking policy.

Any emeritus who has need for secretary services to facilitate research shall be accommodated insofar as campus facilities permit.

III. ACADEMIC RESPONSIBILITIES AND RELATIONSHIPS

STUDENT/FACULTY RELATIONSHIPS

Central to the philosophy of the university is the conviction that the teaching faculty is committed not only to excellence in instruction, but expresses and reflects a commitment to provide the individual student with a humanistic approach to advisement and counsel. To implement this conviction, the university has avoided placing the total burden of counseling on a specialized few and, therefore, has asked each faculty member to assume responsibility for placing himself at the disposal of his students for individual assistance. The following guidelines are specified:

1. Conference with Students: Each professor, in addition to making himself available to students enrolled in his class for individual help and guidance, will accept students assigned to him as advisees. He will assist such students in programming their studies and will provide realistic and wise counsel.

2. Advisees: The professor will expend effort to ascertain that his advisees are aware of and observe all applicable regulations. He will serve as a special representative in the event any advisee is in need of such assistance.

3. Class Changes: If a student wishes to drop and/or add a class, he reports to his advisor, who makes out a Change of Registration form in triplicate. All three copies are initialed by the instructor, or instructors, involved and then returned to the Office of the Registrar.

   No charge is made for adding or dropping a class. It is extremely important to impress upon the student that he can receive a failing grade in a class by not submitting the Change of Registration form to the Registrar's Office.

   It is also very important that faculty members check carefully for students who may not be properly registered in classes they are attending; these students should be sent to the Office of the Registrar to correct any mistakes made at the time of official registration. A drop from a class during the "free withdrawal" period assures the student of a "W". After the "free withdrawal" period, the student receives a "W" if passing at the time the student clears the change slip with the Registrar or an "F" if failing at that time.

   Withdrawal from University: A student may officially withdraw from school (all courses) only by securing a withdrawal permit from the Office of Student Advisory and Special Services and having it signed by the same. This office will advise the student of the offices he must clear with before presenting the complete withdrawal to the Registrar's office. After clearance with the Registrar, the student is sent to the Business Office for final clearance.

   Instructor Initiated Withdrawal: The responsibility for withdrawing from individual courses rests with the individual student; but, in certain situations, the instructor may initiate the withdrawal.

a. If a student registers for the course but never attends.

b. If the student registers for the course, attends briefly, and then neglects to withdraw from the course.

c. If the student registers for the course on an audit basis but never attends or attends for only a brief period.

In cases of a faculty initiated withdrawal, the instructor will notify the Office of the Vice-President for Student Affairs of the impending action. The Vice-President will then notify the student. If no further effort is made by the student within two weeks after the notification, the instructor may then initiate the withdrawal.

Change of Advisor: At registration, an advisor is assigned to each full-time student by the dean of the school under which his major falls. If a student wishes to change advisors during the semester, he must file with the Registrar a Change in Record form signed by both advisors involved. An advisor receives a file copy of the student's record up to the time of registration, copies of changes made to that schedule, and one copy of the student's mid-semester grades is mailed to the student and another copy is sent to the student's advisor.

4. Special Services, Counseling, Financial Aids: It is requested that the professor acquaint himself with the special services offered students by the Counseling and Testing Center, the loan and scholarship program, the Office of the Vice-President for Student Affairs, and other agencies involved in student welfare.

5. Entrance Tests: Faculty should become familiar with the tests required of all entering students. Information related to the universtiy testing program may be secured from the Office of Admissions and Records.

6. Eligibility for Student Activities: It is suggested that faculty members become familiar with eligibility regulations for athletics and other school activities. Information of this nature should be useful in the advisement of students. This information can be obtained from Student Advisory and Special Services.

7. Student Ethics: In cases of ethical deviation observed in the classroom, laboratory, or shop, infractions generally will be handled by the faculty member concerned. Major infractions are referred to the dean of the appropriate school who will hear and decide all cases brought to him by the professor or appealed to him by the student.

8. Registration of Freshman Students Who Have Done Poorly in Their First Semester: As freshmen advisees come to their advisors for assistance in second semester registration, special attention should be given to those students who may be subject to academic probation and eventual dismissal. This denotes any full-time students who have failed to pass at least 10 hours, exclusive of P.E., and/or any student whose GPA would be significantly

below a 2.0 grade index. Faculty advisors are urged to make students aware of their academic status at the end of the first semester.

9. Policy on Grading: Institutional policy does not advise or dicate to the faculty as to grading practive. The department chairman and faculty in the department may discuss grading, but essentially the faculty member has the responsibility to grade objectively under any grading procedure he wishes to follow. There is an appeal method for students who feel a grade awarded lacks objectivity. First, the student discusses the grade with the professor involved; then, if not satisfied, with the department chairman; and if this procedure does not satisfy the student, the concerned faculty member and the department chairman will meet relative to the problem. If the matter is not resolved in these meetings, it may be appealed to the Academic Grievance Board.

10. Academic Probation and Dismissal: The student whose academic work indicates that he cannot continue at the university with profit to himself and credit to the institution will be placed on probation; and if he continues on probation for two semesters, he will be subject to dismissal from the university. Satisfactory performance means the orderly progression toward graduation maintaining a cumulative grade point average of 2.0 or better. The Cumulative Grade Point Average will be computed on all credits attempted.

The student who has a cululative GPA of 1.5 or lower and who has not been enrolled in a college or university as a full-time student for a period of two consecutive years may, upon returning full-time to college credit status and completing a semester of full-time work (12 hours or more) with a grade point average of 2.25 for that first semester, make application to the dean of the school for removal of any grade below 1.0 given by this institution. With the approval of the dean of the school in which the student is majoring, the GPA would be recomputed to include all grades with the exception of those dismissed. No change will be made in the transcript of record. This instrument will only affect the GPA.

The student will be placed on probation whenever the cumulative GPA falls 12 points below a GPA of 2.0. This calculation is made by multiplying by two the total credit hours in which he has been enrolled and subtracting twelve. If the answer so obtained is not exceeded by the student's total quality points, he will be subject to this regulation.

Two successive probations will result in dismissal from the university unless special permission to continue in attendance is obtained from the dean of the school in which the student was placed on probation. Three successive probations will result in dismissal for two semesters with no opportunity for appeal of the decision. Regardless of his cumulative GPA, no student will be dismissed if his GPA, for the most recent semester, is 2.25 or higher.

The entering freshman whose high school GPA is 1.50 or lower will be limited to a maximum course load of 12 credits including noncredit courses, retakes, and repeats.

No student on probation may participate in university-sponsored extracurricular activities.

12. Maximum Loads: No student shall be allowed to enroll for more than 18 hours without special permission, unless more hours are specified in his curriculum. It is also important to remember that veterans attending school under their G.I. benefits must carry a minimum of 12 credit hours in order to be classed as full-time students by the Veterans Administration. Retakes (to remove a grade of "F") and deficiency courses (Developmental English, Arithmetic or Algebra Review) may be counted in his 12 hours. Repeats (to remove a grade of "D") cannot be counted. Students should carry a minimum of twelve (12) credit hours in fall and spring semesters and a minimum of four (4) credit hours in summer school in order to be certified for Social Security benefits.

12. Course prerequisite waivers: Course prerequisite waivers are approved by the dean of the school in whose area the course is offered. Academic petitions should be addressed to the dean of the appropriate school. After a decision has been made by the dean of the school, the original of the petition is to be sent to the Registrar.

13. Credit for Prerequisites Not Taken: Students who have a sufficiently high GPA or ACT score or who pass a Departmental Placement Examination may take designated courses without taking the listed prerequisite.

    Students who receive a grade of "C" or better for a course for which they have not taken the prerequisite course(s) will be given credit with a grade of "S" for that course(s) when the following conditions are fulfilled:

    a. The student makes application for this credit.

    b. Department chairmen and deans will determine for which prerequisite course(s) this credit is appropriate.

    c. In some cases, an examination covering the content of the prerequisite course(s) must be passed by the student.

14. General Policy Governing Requirements for Graduation:

    a. Requirements for Graduation: Requirements for graduation are checked in accordance with the requirements in one catalog. A student may choose to graduate on the basis of any year in which he has been registered, providing that said catalog was in effect not more than six years prior to the year of graduation. Any student wishing to obtain either a four-year degree or a two-year degree should make application to the Registrar (forms available in the Office of the Registrar) at least two (2) semesters (not including summer session) before the anticipated date for the application to be properly evaluated by the Graduation Clerk in the Registrar's Office. All graduation requirements are outlined in the iniversity's catalog under the section entitled, "Graduation".

15. Veterans: Veterans attending under the G.I. Bill of Rights (Chapter 34) or under the Dependence Educational Assistance (Chapter 35-widows, orphans, and wives and children of 100% disabled veterans) can apply for their benefits through the Office of Veterans Affairs on the Boise State University campus. A veteran, after successful completion of 15 semester credits at Boise State University may apply to the Registrar for the granting of six hours basic training in lieu of P.E. and Health. A copy of the DD Form 214 indicating at least 12 months of active duty must be filed with the Registrar. Credits earned for physical education or health courses must be deducted from the credits granted for basic training.

A complete register of students is maintained at all times in the Office of the Registrar, accessible to both students and faculty, within the provisions of state and federal policies which limit access to student name-linked information.

16. Credit Status Coding: A student who receives a grade of below "C" in a given course may take that course over again to raise his grade if in the meantime he has not taken an advanced course for which the first course is a prerequisite. If the first grade was "D", he is said to be repeating the course (credit status code 1). If the first grade was an "F", he is said to be retaking (credit status code 2) the course. In either case, the first grade remains upon the records, but the last grade only is counted in computing the student's cumulative grade point average. Credit status code 3 indicates the student is auditing the course; credit status code 4--that he is taking the course first time for credit; credit status code 5--that the course is noncredit but gradeable (i.e., Developmental English); credit status code 6--that the course is noncredit and nongradeable; credit status code 7 is for credit/no credit; credit status code 8 is for pass/fail grading, and credit status code 9 is for the retake of an "F" from credit status code 8.

COUNSELING AND TESTING

Counseling Center

The Counseling Center is part of the School of Education and provides a university-wide service. The Center includes four counselors and a part-time psychiatrist who serves the college on a retainer.

The objectives of counseling are to assist the student in:

a. Clarifying his motives for attending school.

b. Recognizing obstacles to the realization of his goals.

c. Revising impossible and inappropriate goals.

d. Developing confidence in his person and his ability to achieve realistic goals.

e. Developing methods of solving the variety of problems that occur in daily living.

Academic advising to help a student set up a class schedule is not done by the Center. The Center will, however, help those individuals who are uncertain of their academic or vocational goals, and, after analysis, direct them to appropriate advisors.

ACT

Boise State University uses the ACT test for university entrance. Screening scores on mathematics usage and English usage of this test are used for placement in appropriate level courses in those areas. These are predictive data enabling the counselor to see what the probable chance of success is for the particular student in selected course areas. Data is derived from students with comparable ACT scores of the previous year who had taken such courses.

The more scores that are used in prediction, the smaller is the chance of being misled. This is especially true if the several scores are optimally weighed. By using a number of scores on a representative sample of students and then following those students through a semester or more of college, it is possible to gain insight into the relationship between the scores and the performance in the university. Such a procedure is useful in predicting the probable performance level of other students who present these same scores.

For every student who is tested before he arrives on campus, ACT provides a complete profile. The data is no longer number coded, but appears written out on the profile. It includes much personal information helpful to the counselor. For those who take the makeup tests just prior to registration, only a partial profile is available.

SCORING OF TEACHER-MADE ACHIEVEMENT TESTS

University teachers often use examinations that can be scored objectively. Usually, such tests can be adapted to machine scoring. Multiple choice and/or true/false types of objective tests not exceeding 100 questions can be scored and analyzed. Output will consist of the following:

a. A Score Listing with either a "right responses" or "wrong responses" record.

b. An Item Count Report--as percentages or as actual count.

c. A Frequency Distribution Report

d. Faculty may request that one card for each student be punched with the student's score on it. These cards may be saved for each test during the semester and used for further analysis at the end of the semester.

e. These computer programs can also be used to tabulate the results of opinion surveys. Further information on this service can be obtained from the staff at the Center for Data Processing.

The procedures for using the test scoring services are presented as follows:

a. Fill out the Test Scoring Request form. The form is available in the deans' and several department chairmaen's offices.

b. Mail the form to the Center for Data Processing. The faculty member should check with the Center concerning the requirements on advance notice before the test is scheduled.

c. Pick up the answer cards at your mailbox. Answer cards and scoring will be placed in your mailbox the day after the request form was submitted.

d. Pick up the Mark Sense pencils from the deans' or department chairmen's offices or require students to purchase the Mark Sense pencils from the Campus Store.

e. Mark the correct answers on the scoring key card.

f. Administer the test and proof-check the answer cards. The answer cards must be edited by the professor prior to scoring. It has been found that the most reliable results are obtained when the professor has given the students a few minutes after the test has been administered to check the card, making certain that all marks are heavy and black and that all errors and stray marks have been erased completely.

g. Discard unused answer cards. Makeup tests will not be machine scored.

h. Send the answer key and the completed answer cards to the Center for Data Processing.

i. Return pencils to the deans' or department chairmen's offices.

j. Pick up results at your mailbox. Forty-eight hour service will be attempted.

ADMINISTRATIVE RESPONSIBILITIES

1. Availability: Please report to the university ready to assume duties at the time set by the administration for the first regularly scheduled faculty or orientation meeting in the fall and continue on through the commencement exercises in the spring. Full-time faculty are expected to be available on a daily basis (Monday through Friday) with the exception of holidays and vacations published in the official university calendar.

2. Student Registration: You will be expected to assist in registration procedures by advising entering students in arranging courses best suited to their abilities and interests and perform other duties assigned by the administration. In order to perform the advising functions properly, the faculty member must familiarize himself with the course offerings of the university at large and the procedures followed during registration.

3. Student Orientation: In order to provide effective leadership for officially authorized clubs and student activity organizations, any faculty member may serve, on request, as faculty sponsor for such a group in his academic or vocational area. Faculty members also cooperate in student social activities by acting as chaperones for approved functions.

It is recommended that, whenever possible, faculty members support the various university functions--social, scholastic, cultural, and athletic. Attendance also helps us to identify with students in nonacademic ways. This support is highly desirable in assisting the university to assume its proper place in the community.

4. Committees: All faculty members are eligible to serve on regular and special committees. At times, each faculty member will be asked to assume special duties where his scholarly talents may prove useful and necessary.

5. Faculty Meetings: Please attend all regular or special faculty meetings.

6. Office Hours: You will be expected to post and observe a reasonable number of regular office hours during which time you will be available for student conferences.

7. Official Campus Time: To insure standardized time for beginning and dismissing classes, the time reported by phone, dial 344-4321, will be used for official campus time.

8. Mail Check: The Mailroom, Administration 118, should be checked regularly --most administrative contacts will be made through distribution to your mailbox.

9. Required Records and Reports: Maintain and turn in the following records and reports:

   a. Grade Book: A complete and accurate grade book indicating the final grade awarded. In the event a grade of incomplete is given, a clear indication of work required to qualify the student for a grade is needed. This form is obtained from the Registrar. After an incomplete has been made up, this fact should be recorded on a card provided by the Registrar's Office.

   b. Mid-Semester Grades: Mid-semester grade reports are required for all students; although not grades of record, these are used as a basis of eligibility for some activities and as a measure of progress for veteran and scholarship students.

   c. Final Grades: Semester grades for all students must be submitted in the form and at the time prescribed by the Registrar's Office. All grades, once received in the Registrar's Office, are final and may not be changed except as follows--changes in awarded grades shall be signed by the instructor, department chairman, or dean of the appropriate school and then forwarded to the Registrar's Office. If the change of grade is denied, the student has the right of appeal to the appropriate body.

10. Final Examination Policy for Graduating Seniors: The administration of final examinations to graduating seniors is a matter of option with each faculty member. In other words, whether or not a final examination is administered to graduating senior students is a matter of decision resting with the individual faculty member.

11. Early and Late Examinations: Early and late final examinations shall be

approved only in exceptional circumstances. Personal convenience is not an exceptional circumstance. A student requesting an examination at a time other than that regularly scheduled shall make a request in writing to the instructor at least two weeks prior to the scheduled examination date. Approval of the request shall require the concurrence of both the instructor a and the department chairman.

Provisions for the administration for approved early and late examinations off-campus may be arranged between the instructor, chairman, and the student. Arrangements must be made with a responsible person (principal, superintendent, dean, etc.)to proctor the examinations.

A faculty member has the option of requiring a final examination in any course. However, except for students in unusual situations as provided above, examinations, if given, are to be administered during the scheduled period of "exam week". Tests which might be thought of as final examinations should not be administered prior to "exam week". Faculty members are not to presume the right to declare additional personal vacation days by not giving examinations or giving them early.

12. Special Topics Courses: Any special topics course proposed will be accompanied by sufficient information to provide academic validity. This documentation will be reviewed by the department chairman and the dean and will reside with the department chairman.

    The proposals for special topics courses will be submitted on the regular schedule of classes. See BSU Procedure 35-1. The course description, approved by the dean for publication, should be submitted at the same time.

13. Records Policy: See BSU 5-1, 5-2, and 5-3. The BSU Records Policies, related to student records, publications, and employee records, provide guidance in the sensitive areas of confidentiality of records, adequate protection and disclosure, and preservation of historically important documents. Teachers should be especially careful to guard against unauthorized disclosure of academic records (grades, test scores, transcripts, etc.) Such information must not be released without the student's expressed written consent.

14. Instructional Policies and Problems: Faculty will attend all regular and special departmental or school meetings and participate in the formulation of policy, carry out instructional policies approved, and assist in the resolution of problems.

15. Equipment and Repairs: Faculty members are expected to observe procedures proper to the department or school in requisitioning teaching supplies, equipment, and maintenance and repair of equipment.

16. Absence from Duties: ANY absence from duties must be requested and/or reported on either the Travel Request form, Annual Leave Request form, or Sick Leave Report form. These forms are used as follows:

    a. Sick Leave Report: If the professor because of illness or other emergency conditions cannot report for duty, he should contact the concerned department chairman as soon as possible to make arrangements for adequate coverage of classes. After return, the Sick Leave Report form must be submitted within one week from time of return.

b. Annual Leave Request: Administrative faculty and professional staff (all personnel not categorized as classified) who are on a fiscal appointment must complete the Annual Leave Request form when requesting annual leave.

c. Official university business, attendance at workshops, conferences, institutes, professional meetings, and other such meetings that are required and/or authorized by the appropriate supervisor(s) must be requested on the Travel Request form two weeks before departure. The originator should have an approved copy returned to him before his trip.

17. Travel Regulations and Expense Voucher Procedure: Refer to BSU 45-1, 45-2, and 45-3 for policies and procedures covering official travel for the university.

Generally, faculty or staff members who have been terminated and who have resigned will not be allowed to use institutional funds for travel.

The deans will notify the Executive Vice-President by written letter prior to the travel request when circumstances warrant more than two persons being sent to the same out-of-state convention.

Even if a faculty or staff member is being paid by the convention to attend or is paying his own way, a travel request must still go through routine channels for approval. Persons traveling without prior approval may incur expenses without university liability.

18. Absence from Campus Final Week of Academic Semester: Faculty and administrative staff are not eligible to attend off-campus or out-of-state activities (i.e., conventions, conferences, workshops, etc.) the last week of fall or spring semester.

This policy is based on the premise that the inconvenience to students caused by absence from campus as a given semester approaches its terminal period cannot be justified.

It is essential, therefore, that faculty and administrative staff make no commitments or plans to attend a conference or similar off-campus activity the final week of a given semester.

19. Faculty Participation in Commencement: Deans of schools will be members of the stage party and present their candidates to the President for conferral of degrees. Department chairmen, accompanied by approximately 50% of their department, will form the faculty procession.

The senior faculty member will be asked to be faculty marshal, to lead the procession, and to carry the mace.

Faculty members participating in the ceremony will be expected to wear academic regalia. To facilitate rental of hoods with correct colors, each department chairman should submit the list of names from his department to

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the Vice-President for Student Affairs and to the Campus Store by April 1.

20. Class Field Trips: If field trips are considered educationally beneficial to students, the following procedures must be followed prior to scheduling the trip:

    a. Official Travel Request forms must be used and will be submitted by the responsible faculty member to the department chairman and dean of the school for approval at least two weeks in advance of the planned trip. These forms can be obtained from the dean of the school.

    b. Itinerary dates, locale, arrangements for food and lodging, transportation, and a list of students participating should be attached to the initial request.

    c. When authorization of the department chairman and the dean of the school has been obtained, the forms will be submitted to the Executive Vice-President for approval.

    d. After the field trip has been authorized by the Executive Vice-President, the department chairman will schedule the event, and notify the responsible faculty members of the appropriate transportation insurance.

    e. Nearby campus field trips, not involving transportation or cost to the department, can be scheduled by the department chairman at his discretion.

21. Procedures for Textbook Requisitions: The university maintains a Campus Store for the sale of textbooks (academic and miscellaneous),gifts, supplies, and services for the University community. The Campus Store is the exclusive authorized supplier of all academic material for resale purposes on the Boise State University campus. Therefore, all Boise State University personnel are required to requisition all materials for resale to students through the Campus Store. 9/1/75

    The Campus Store provides a special book requisition for faculty use in ordering textbooks and a different form for the requisition of required supplies. This requisition must be typed. Optional readings are also to be requisitioned on this form. At least eight weeks are required to secure delivery of texts and supplies and prepare them for sale to students. Booklists and textbook requisition copies will be made available by the Campus Store upon request from competing stores at a reasonable charge.

    Approval of all requisitions must be given to the department chairman/unit head of the concerned department/unit. Approval of any change of title or new adoptions should be secured well in advance of the actual need. The University policy in using texts has been a minumum of a two-year period before changing to another title.

    A general guideline is two years between title changes. The Campus Store will change titles at any time upon sufficient advance notice providing existing inventory of currently used text is returnable and/or arrangements can be made to dispose of existing inventory at little or no financial loss to the Campus Store. Therefore, the faculty member anticipating changing a text or required supply should consult with the Campus Store Manager or Textbook Department Head.

Faculty members are urged to requisition the same number of texts as the anticipated course enrollment. The Campus Store will subsequently obtain both used and new texts equaling the number requested by the faculty member.

Most publishing companies will provide desk copies if a text has been adopted for class use. Faculty members should send the desk copy request directly to the publisher concerned, at least six weeks prior to anticipated use. If a temporary desk copy is required, it may be obtained from the Campus Store under the following conditions:

1. Faculty member pays for the book at the time he/she picks it up.
2. A dated receipt will be issued by the cashier at the time of purchase.
3. If the book is returned within 60 days with the receipt, a full refund will be given. Book must be unmarked and in new condition.
4. No refund will be given after 60 days.

22. Annual Evaluations:

    a. An annual reporting of allied professional activities is requested to be submitted by each faculty member.

    b. Participation in the annual evaluation of department chairpersons is required of all faculty.

23. Cancellation of Class Policy: In the event a special activity sponsored by Boise State University requires cancellation of classes, it is essential that approval of the activity be secured by the sponsoring unit from the Dean (or equivalent administrator) and Executive Vice President at least three months prior to the time the activity is requested to be scheduled.

    In order to obtain approval of the activity, the appropriate person(s) of the sponsoring unit must contact the institutional schedule coordinator and make reservations for the classrooms required. Every effort should be made to efficiently schedule the classrooms required for the activity so that a minimal number of classes will (only by necessity) be cancelled.

    After the number of classrooms required for the activity has been determined, the sponsoring unit will present to the Dean (or equivalent administrator) and Executive Vice President, a schedule showing which classrooms (e.g., time, period, section, day, etc.) must be cancelled. It is at this point that approval by the Dean and Executive Vice President is either granted or denied.

    If the approval solicited by the sponsoring unit is granted by the Dean and Executive Vice President, initial notice of class cancellation to the concerned faculty will be made at least four (4) weeks in advance of the activity. A second reminder notice will be provided the faculty whose classes will be cancelled two weeks prior to the activity.

Any time the procedures outlined above are not followed, the activity will be cancelled by the sponsoring unit when so advised by the Executive Vice President.

The procedures stipulated in this policy will be followed any time it is anticipated that classes must be cancelled to conduct an appropriate activity.

the Vice-President for Student Affairs and to the Campus Store by April 1.

20. Class Field Trips: If field trips are considered educationally beneficial to students, the following procedures must be followed prior to scheduling the trip:

    a. Official Travel Request forms must be used and will be submitted by the responsible faculty member to the department chairman and dean of the school for approval at least two weeks in advance of the planned trip. These forms can be obtained from the dean of the school.

    b. Itinerary dates, locale, arragements for food and lodging, transportation, and a list of students participating should be attached to the initial request.

    c. When authorization of the department chairman and the dean of the school has been obtained, the forms will be submitted to the Executive Vice-President for approval.

    d. After the field trip has been authorized by the Executive Vice-President, the department chairman will schedule the event, and notify the responsible faculty members of the appropriate transportation insurance.

    e. Nearby campus field trips, not involving transportation or cost to the department, can be scheduled by the department chairman at his discretion.

21. Procedures for Textbook Requisitions: The university maintains a Campus Store for the sale of classroom texts and supplies to the students. A special book requisition form is available for faculty use in ordering textbooks and supplies. Optional readings and required paperbacks to accompany a text are also requested on requisition forms. Approximately four weeks time is required to secure delivery of texts and to prepare them for sale to the students.

    Approval of all requisitions for textbooks must be given by the dean of the concerned school. Approval of any change of title or new adoptions should be secured well in advance of the actual need. The general policy in using texts has been a one-year period before changing to another title.

    Faculty members are urged to make frequent checks relative to the supply of texts on hand at the Campus Store.

    Texts are not reordered until the request is made for additional copies by the instructor. The Campus Store Manager should be notified immediately of any change in textbook adoption so the proper return may be made of discontinued texts.

    Most publishing companies will provide desk copies if a text has been adopted for class use. If desk copies are required, the order, if possible, should be placed three weeks in advance. Desk copy order forms are available at the Campus Store; and if a book is needed immediately, the Campus Store will loan a text until the desk copy arrives. All desk copies will be charged against the department at the end of the school year.

22. Annual Evaluations:

    a. An annual reporting of allied professional activities is requested to be submitted by each faculty member.

    b. Participation in the annual evaluation of department chairpersons is required of all faculty.

OPERATING POLICIES AND REGULATIONS

Purchasing Policies and Procedures

Responsibility for implementing and administrating all of the procedures on purchasing, including issuance of all orders, shall rest solely with the Purchasing Officer under the direction of the Vice-President for Financial Affairs and shall be delegated only at their discretion.

No employee, department, division, or auxiliary organization of the university, governed by the Board of Trustees of the university, may obligate the university by purchase of materials, services, or equipment without prior approval by the Purchasing Officer, except as specific authority may be granted or exception made by the President or Vice-President for Financial Affairs. This policy does not preclude any individual from contacting sources of supply for preliminary information. However, no promises or even suggested orders by staff members are binding on the university. Orders "on approval" for books, films, or other items will not be honored unless originally placed through the Purchasing Office. Individuals who violate these policies should expect to make settlement personally. All correspondence, complaints on goods received, etc., are to be handled by the Purchasing Office.

Apart from purchasing by special departments (such as the Campus Store and the purchase of library books for the Library) the establishment procedure is as follows:

> A requisition form (obtainable from the Purchasing Office) is completed, signed by the originator, department head, and dean or administrative officer, and filed with the Purchasing Officer. A complete description should be given of the item, or items, to be purchased. A particular brand name may be used to specify the type of item(s) required, but it should be understood that this is for identification purposes only. However, if in the judgment of the department chairman it is desirable and feasible for limiting the specifications, the reasons should be stated. Such a condition may exist where it is desirable to match equipment already purchased and to maintain uniformity. Special items may also be covered by this regulation. Ordinarily, a better price may be obtained if competition is allowed. Accordingly, it is better to specify a certain brand or its equal.
>
> A catalog or reference giving name, catalog number, date of catalog, and name and address of manufacturer or distributor, may be useful, but should not be considered for a complete and accurate description of items.

The requisition form contains space for indicating the supplier from whom the purchase may be made. The originator may supply this information; but for general-type purchases, it is not absolutely necessary. In any event, the Purchasing Officer reserves the right to investigate other sources in the interests of securing the best price. In general, better prices can be secured by the Purchasing Office; and vendors are reluctant to quote a different price if they have already made an offer to a faculty member.

The receiving of all purchased goods, with the exception of the Campus Store, Auto Mechanics, and the Library, will be handled by Central Receiving. Delivery to the various departments will be made as soon as possible after goods are received. Central Receiving will inspect and report visible shortages and damage, but the department head should check for concealed shortage, damage, or any other discrepancy. This will be reported to the Purchasing Office immediately after receipt of goods.

Invoice copies should be forwarded to the Purchasing Office immediately upon receiving. The invoices will be matched with the Purchase Order copy and forwarded to Accounts Payable. The Purchasing Office will be responsible for verifying correctness of all prices. Whenever problems arise in connection with delay in delivery of ordered items, damaged during shipment, or where items must be returned, the negotiations or arrangements are handled by the Purchasing Officer.

Emergency Purchases

Most emergency purchases arise from one or two causes:

1. Neglect on the part of the consuming departments to anticipate requirements far enough in advance.

2. Breakdowns in equipment.

Regardless of the cause, they are expensive and should be avoided as much as possible. They are costly because it is difficult, if not impossible, to secure competition; therefore, prices are usually higher than they should be.

Orders for emergency materials and supplies up to $25.00 will be paid on a confirming requisition. Approval must be obtained from the department head or administrative officer for orders over $25.00 and less than $200.00. Approval of orders over $200.00 and less than $1,000.00 must be obtained from the Purchasing Officer of Boise State University. He will then clear the purchase with the State Purchasing Agent. Before taking any action, contact the Purchasing Officer by phone and furnish him with all the necessary facts.

FACILITIES USAGE

All activities scheduled on campus are to be educationally related and/or auxiliary to the efforts of students, faculty, and administration. Individuals, groups, schools, businesses, or agencies outside the membership of the university community will be allowed to utilize the campus facilities and plant only under the special procedures and protections which are covered in detail in Policy 15-8. Briefly, the following instructions will help in making arrangements for the use of facilities.

For the use of the Student Union facilities, contact SUB Central Scheduling, extension 1677. For use of all other university facilities, including the stadium, gymnasium, all academic buildings, and Christ Chapel, contact the Director of Extended Day and Summer Sessions Programs, extension 1209.

Use of Unscheduled Rooms

To obtain the use of any unscheduled classrooms or other academic facilities or to arrange any changes in room assignments, you should make the following contacts:

> During the regular semester day periods (7:40 a.m. to 4:30 p.m., Monday through Friday) contact the Schedule Coordinator's Office, extension 1757.
>
> During all extended day hours (other than regular day periods above) and during summer sessions, contact the Director of Extended Day and Summer Sessions, extension 1205.

No Smoking Policy

No smoking is allowed in classrooms, laboratories, the Library Learning Center, the Instructional Materials Center, the Student Union, the basketball pavillion, in the gymnasium portion of the Physical Education Building, or on the Astro-Turf of the Stadium.

Smoking is allowed only in corridors where cigarette receptacles are available, in the offices of faculty and staff, and in the outer portion of the swimming pool area.

Faculty and staff are requested to enforce this policy in the areas where they work.

Use of University Equipment

No material or equipment which is part of the inventory of Boise State University is to be used for personal use or taken from the campus for personal use even though equipment is returned. For example, adding machines, typewriters, film projectors, etc., would fall in this category.

Inventories become the responsibility of the department/unit head in case of loss or damage.

Keys

Faculty may check out required keys from the Office of Buildings and Grounds in the Physical Plant Building. All keys must be returned before leaving the campus at the end of the academic year, and keys must be accounted for before final clearance will be granted from the Business Office.

Accidents

When a person is injured on campus, anyone in a position to aid and assist the person hurt should be aware of certain things:

1. Immediate first aid measures should be taken depending on your training and the circumstances.

2. The Student Health Service has two doctors and nurses on duty during the regular working hours, and they are probably the closest assistance available for emergencies, extension 1459.

3. Full-time students' insurance coverage normally covers the cost of ambulance and emergency treatment when accidents happen on campus.

4. University employees are covered by the State Workmen's Compensation Insurance (see BSU Policy 65-4).

Moving Furniture and Equipment

Neither furniture nor equipment shall be moved from one room to another without the approval of the Director of Buildings and Grounds and notification made to the Inventory Control Officer, A 205.

Telephone Service

Installation or disconnection of telephones may be authorized only by the Office of the Director of Administrative Services. Requests for telephones, after approval of department or administrative head, are submitted to this office on a regular departmental requisition form.

Telephone installation, monthly charges, long distance tolls, etc. will be charged to the appropriate departmental budget.

Telephones through the university Centrex System are limited to only those official offices and services directly related to the university. Organizations such as sororities and fraternities must arrange directly with Mountain Bell Business Office for telephone service, which will be handled as private installations.

A credit card number is assigned each faculty and staff member upon request. The number may be obtained through the Business Office by calling extension 1211.

Serving Food in Classrooms

Food may be served in the Student Union rooms, the Home Economics laboratories, and any other area only after special permission is obtained from the Director of Buildings and Grounds.

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Gaining Access to Other Departments

Custodians are instructed not to open the Library, offices, laboratories, shops, or other areas to anyone not authorized to be in those areas. Upon presentation of written permit from the person in charge of the office, laboratory, Library, shop, or other area, the custodian is authorized to open the door. This service is usually limited to faculty members in special cases involving research papers for upper division students.

Campus Store Services

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The Campus Store will provide services to students, faculty, and staff that are consistent with, and complementary to, the mission of the university.

1. Special orders may be placed with the Campus Store. A reasonable deposit may be required.

2. A 10% discount on supply items will be given to recognized University departments and Boise State University student organizations.

3. Master Charge and BankAmericard are accepted.

4. Personal checks cashed with proper identification for a maximum of $10 above purchase. A check cashing service is available for personal checks, payable to BSU Campus Store, for no more than $5. Payroll checks and two party checks cannot be accepted.

5. The Campus Store will handle the printing contracts and sale of manuscripts duly authorized by faculty department heads. Payment to the Campus Store for unsold copies will be the responsibility of the department if and when the publication is changed, revised, or dropped.

Credit will be extended to recognized University organizations, government agencies, departmental accounts, vocational rehabilitation accounts, other student programs as requested by the Financial Aids Office, and creditable businesses covered by authorized purchase orders.

The Campus Store will charge merchandise to departmental accounts only upon presentation of duly authorized Office Supply Requisitions or an authorized and approved letter from the Department Head to the Campus Store Manager. The Office Supply Requisitions are available in the Campus Store. Individual personal charge accounts are not available.

Your Campus Store will, when possible, accept books for cash refund. To receive 100% refund the following conditions must be observed:

1. All textbooks may be returned within ten days from the date of purchase, five days during the summer. The cash register receipt must be presented. There are no refunds on purchases after the 10th instructional day unless an official drop slip is presented.

2. Books must be absolutely free of all markings.

3. Special order books are not returnable.

4. Review books are not returnable.

5. Paperback books are not returnable.

6. Defective books will be replaced at no charge and should be returned at once.

Books returned after the ten days will be treated as used books and bought back at 50% off retail. Books returned without a receipt are not refundable, but may be bought bach at 50% off retail.

Parking

All faculty and staff members are required to register their vehicle(s) and obtain a parking decale ($2.00) from the Parking Control Office, A 205, if they park on campus. Parking by faculty and staff on the campus must be in lots so designated, and vehicles parked without decals or illegally parked will receive citations by the Traffic Control Officer and fines levied.

Reserved places are for sale on a first come, first served basis in parking lots for $30.00 per year. Full details are available in the Parking Control Office.

IV. STUDENT ACTIVITIES

STUDENT GOVERNMENT (ASBSU)

Every full-time student of Boise State University is officially a member of the Associated Students of Boise State University (ASBSU). This membership entitles each student to vote in all student body elections, to participate in a variety of extracurricular activities, attend all home athletic events, and to receive the student newspaper. Part of these benefits are paid for through an Associated Student Body fee charged each semester to all full-time students. Using these receipts, the student executive officers and the ASBSU Senate construct a budget that supports the various activities financed either in part or in whole by student funds.

The elected student officers of the ASBSU are the Student Body President, Vice-President, Treasurer, and Senators from the various schools of the university. The Vice-President for Student Affairs or his representative is the official university advisor to this group.

Budget

It is the responsibility of the ASBSU Executive Cabinet and the ASBSU Senate to budget its funds to provide for those activities in which all students are eligible to participate.

Student Organizations

All campus organizations, i.e., fraternities, sororities, clubs, honoraries, etc., are subject to regulation by the Associated Student Body Senate and must be officially recognized by that group. The basic principle for deciding which activities shall be subsidized by the ASBSU is the extent to which these activities are available to all students. Some of the organizations not financed by the ASBSU are: Fraternities and sororities, Golden Z's, Valkyries, Circle K, Esquires, Intercollegiate Knights, Tau Alpha Pi, and the religious clubs.

Social Fraternities and Sororities

Boise State University has a number of national social fraternities and sororities which are an additional aid in making it possible for groups to indentify as small communities within the overall student population. Membership in these groups is by invitation only. The Activities Office in the SUB has the responsiblilty as coordinator for these groups. Local chapters are:

Sororities

Alpha Omicron Pi
Alphi Xi Delta
Delta Delta Delta
Alpha Chi Omega
Gamma Phi Beta

Fraternities

Kappa Sigma
Tau Kappa Epsilon
Sigma Tau Gamma (Colony)
Sigma Nu (Colony)

Requisitions

All receipts from activities under the jurisdiction of the ASBSU are deposited with the ASBSU Treasurer and credited to the proper activity. Requisitions for money must be submitted to the Treasurer, approved and countersigned by that officer and the Director of Student Activities and Student Union. Requisitions for ASBSU activities, buildings and grounds, major equipment items, and printing must be cleared by the Office of the Director of Student Activities and Student Union.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

For Intercollegiate Athletics

Students participating in intercollegiate athletics must comply with the eligibility rules of the National Collegiate Athletic Association. Specific information concerning eligibility may be obtained from the Director of Athletics.

For Intercollegiate Representation

In order to be eligible to represent a recognized organization and/or the university in an extracurricular or intercollegiate activity such as debate, student conferences, fraternal or organizational conferences, class-related activity junkets, cheerleader, and/or drill team trips (other than athletics), a student must meet the following requirements:

1. Be currently enrolled as a regular full-time student.
2. Not be suspended or academically disqualified from the university or on academic or conduct probation.
3. Have a cumulative grade point average of a 2.00 or better for his previous semester at this university with a full-time academic load.
4. All candidates for extracurricular activities must be certified as to eligibility by the Director of Student Activities and Student Union's Office prior to participation in a election. Eligibility certification is valid for one semester and must be renewed.

Exceptions

Rules 1 and 3 on the preceding page do not apply to students engaged in activities that are required as part of a class, students participating in intramural sports or in intercollegiate athletics.

For General Membership

Regular membership in any of the social/service clubs, fraternities, sororities, committees, or special interest organizations require the student to:

1. Be currently enrolled as a regular full-time student.
2. Not be suspended or academically disqualified from the university or on academic or conduct probation.
3. Meet the grade point requirement of the organization involved.

To Hold Any Student Office

An applicant or candidate for any student office (ASBSU executive officer, ASBSU Senate, committee chairmanship, fraternal clubs or any organizational office) must have achieved a minimum of 2.00 cumulative grade point average in previous academic work prior to application and must maintain a 2.00 grade point average during his term of office.

ASBSU Constitutional Requirements:

a. The ASBSU President, Vice-President, and Treasurer shall be registered full-time students with a minimum of 2.25 cumulative grade point average with at least 48 credit hours completed at the time of candidacy and shall have attended this university for at least one semester immediately prior to the time of candidacy.

b. The Treasurer must be a business major with at least two semesters of accounting completed at the end of the semester in which he is elected.

c. School senators shall have the official standing of their respective schools and be registered as full-time students during their tenure of office.

Faculty Advisor's Responsibility

It is the responsibility of the faculty advisor, director, or coach to see that the eligibility of all candidates for office is certified and filed with the Director of Student Activities and Student Union before said candidates actually run for office or participate in activities and again at the end of each grading period.

All officially recognized university groups are required to elect a qualified faculty advisor.

Service Club Duties

Part of the funds for the operation of the service clubs is obtained through working at football games and basketball games--ushering, taking tickets, parking cars, and selling programs. Only service clubs are included in these activities. In return for their services, the clubs receive a stipend.

Club Advisors

Each recognized campus organization, if it so desired, shall have an advisor who is elected by the group with the approval of the administration.

DUTIES OF CLUB ADVISORS

Since the primary reasons for the existence of an organization on campus is to further the education and social development of students, it is most important that these organizations conduct their meetings in a manner appropriate to the development of these qualities.

An advisor should determine the relationship of his particular organization to the entire campus picture. Frequently, students are not aware of the many ramifications of the various organizations nor many of the administration policies.

1. Specific Duties and Responsibilities:

    a. Attends meetings.

    b. When asked, offers suggestions or advice relative to club actions and activities.

    c. Makes decisions only when necessary to the welfare of the university.

    d. Approves expenditures from the organization's budget (recommend co-signature on all checks and payments).

    e. Aids the officers and members in carrying out the activities of the organiztion.

    f. Determines if the officers meet university eligibility requirements prior to election and at the end of each semester.

2. Advisor/Chaperone:

    The advisor (or faculty alternate) attends and acts as the official chaperone at all social and semisocial activities of his group. When the function includes, in addition to the actual membership, other Boise State University students or guests, there should be a second chaperone in addition to the club advisor. For all such events, on or off-campus, the regular Activity Scheduling form is also required.

PROCEDURES FOR SCHEDULING ALL STUDENT ACTIVITIES

1. The Activity Scheduling form: The Activity Scheduling form may be obtained from the Program Assistant in the Student Union. Its purpose is to assure that the calendar is clear for a social function or any club activity other than regular meetings. This form should be secured by the president of the group or the chairman of the function in question, and it must be filled out and returned to the Program Assistant in the SUB at least one week in advance of the function. It is very important that no publicity (by the Arbiter, Statesman, or posters) be released until the Activity Scheduling form is properly filed. No function is officially scheduled until this form is on file with the proper signatures.

2. The Building Permit: A permit for the use of a particular building or room within a building must be obtained from the Buildings and Grounds' secretary, properly filled out, and on file in her office if an organization intends to use a university facility. If the permit calls for the use of the Student Union, it must be approved and filed with the Assistant for Operations in the SUB.

   If the function is of a social nature, the Buildings and Grounds secretary must have a copy of the Activity Scheduling form before she gives the student representative an application for the use of a room or building.

3. Calendars: The Activity Calendar is prepared by the Student Union Program Board and the Assistant Director of Student Activities. The purpose of the calendar is to make tentative reservation dates for social functions so that they may be uniformly spaced throughout the year. The fact that a function is tentatively scheduled for a given date does not constitute an official scheduling of the function. A function is not considered to be "scheduled" until it is officially registered with the Student Union Scheduling Office.

   A Master Calendar, which schedules all functions involving any university building, is kept in the Office of Buildings and Grounds.

4. ASBSU Student Union Program Board: Clubs planning to participate in any events for which the ASBSU Student Union Program Board is responsible (e.g., pop concerts, films, forums, etc.) should discuss the plans with that Board.

5. Responsibility: The sponsoring organization "in toto" is responsible for the conduct, control, and handling of an event at all times. Maintenance, security, or other staff present are there to assist, advise, and if absolutely necessary, make a decision for the university in cases beyond the control of the organization.

6. Posters: Posters constructed by and for officially recognized "student organizations" must be authorized by the ASBSU office before they may be displayed. All other posters to be placed on campus must be authorized by the Vice-President for Student Affairs.

TRANSPORTATION OF STUDENT GROUPS

Without the approval of the Vice-President for Student Affairs, student groups officially representing the university cannot be transported in private cars. This applies to the smaller groups such as debate and yell teams, as well as larger organizations; it also applies to all clubs, as well as those organizations subsidized by the Associated Students of Bosie State University.

MUSIC ORGANIZATIONS

Band: In the fall, the band is a marching unit and appears at all home football games, as well as at one out-of-town game. At the completion of football season, it converts to a concert band and prepares for its annual tour of high schools. The tour is climaxed by a home concert.

Choir: The Meistersingers (a capella choir) present Christmas concerts to high schools in the same area as the band. They close in tour with a home concert and give a final concert in the spring.

Boise State University Community Symphony: Representing the spirit of the university, the BSU Community Symphony orchestra, composed of townspeople, as well as students, plays three concerts each year. Talented faculty members are invited to participate.

THEATRE ARTS, COMMUNICATION, AND DEBATE

Theater productions are produced each semester and receive financial assistance by the Associated Students. All members of the Associated Students are admitted withour charge to a full season of theatre productions. All students of BSU who have the required grade point average are eligible for participation in all aspects of these extracurricular activities. Alpha Psi Omega, national drama honorary, and organization members help participate in this and speech activities. All students are encouraged to participate.

PUBLICATIONS

Associated Students of Boise State University are responsible for two publications: Les Bois, the university yearbook; and the Arbiter, the university newspaper. The newspaper is distributed free of charge each week. Each publication is partially supported by advertising from local business firms.

PUBLICITY

Faculty advisors should be familiar with the services of the Information Services Office. These services are listed in Part V, Related Services and Programs, of this handbook.

FOREIGN STUDENTS

The admission of foreign students to Boise State University is the responsibility of the Assistant Dean of Admissions and Records. He makes the initial contact and advises interested students as to all admission requirements. He also advises them in relation to initial academic scheduling as well as all immigration regulations and requirements. All foreign students wishing to receive permission to work must apply through the Assistant Dean of Admissions and Records.

STUDENT EMPLOYMENT

Refer to Appendix V, Career and Financial Services, for further information concerning student employment, scholarships, and other services.

V. RELATED SERVICES AND PROGRAMS

LIBRARY

The Library-Learning Center is conveniently located in the center of the campus, occupying about 100,000 square feet of the building which is shared with the School of Education, the Educational Television Studios and offices of KAID, and the R ading Education, Counseling, and Instructional Materials Centers.

The Library provides seating for about 1,500 readers and eventual shelving space for over 350,000 volumes. The general circulating collections are available on open shelves on all four floors. Small study and typing rooms are located on each floor. A separate library handbook, providing information about locations, uses of materials, and schedules of hours, is available in the Library. In brief, the Circulation, Reference, and Technical Services departments, as well as administrative offices, are located on the ground floor. The Curriculum Resource Center, on the second floor, provides a growing collection of nonbook materials such as phono records and tapes, cassette tapes, slides, filmstrips, and programmed learning materials, along with dial-access electronic carrels and a stereophonic music listening system. The Periodicals Department, on the fourth floor, houses extensive back files or periodicals, newspapers, and documents on microfilm and microfiche or cards.

Circulation Control

Any materials borrowed from the university Library must be checked out from the department controlling the materials. Faculty and staff, as well as students, are requested to present their university ID cards when checking out books from the Library.

1. Books in the general collection may be borrowed for four weeks by faculty and students and may be renewed unless requested by another borrower. Materials needed by faculty for extended use may be charged out for longer periods by special arrangement if the materials are not in demand. It is not in the overall university interest, however, for members of the faculty to borrow large numbers of books for long periods of time.

   Materials from the general collection are charged out at the circulation desk on the first floor. These materials are subject to recall after two weeks if needed by others. Faculty members are asked to cooperate when books are recalled. Novels and current nonfiction books from the McNaughton collection are due two weeks from the checkout date. Faculty members are exempt from fines, but are asked to pay replacement costs on materials lost or damaged beyond repair.

2. Current magazines and newspapers can be checked out overnight or for the weekend. The call slip must be signed at the circulation desk in the Periodicals Department for each item checked out. Bound magazines may be

borrowed for overnight use by signing a call slip.

If a professor wishes to keep current with materials being published in certain journals, he can request photocopies of the tables of contents of the desired journals. These will be sent out as the journals are received.

3. Phonograph records and tapes and other nonbook materials may be checked out for class use, but should be returned to the Library promptly.

Lost Books and Library Clearance

If a faculty or staff member loses or fails to return library materials charged out to him, he is held responsible for the cost of replacement. Faculty and staff members leaving the university are expected to clear with the Library before final paychecks are issued. A word of caution: Faculty members should not check materials out of the Library for the purpose of circulating them among their students. Materials have been lost this way too often, leaving the faculty member responsible for replacing them.

Reserve Collection

Books and pamphlets may be placed on the reserve shelves at the circulation desk for assigned readings. Reserved materials can be checked out by students for various time periods during the day, overnight, or for the weekend. Due to space restrictions, only those items which are required reading for the entire class should be placed on reserve. Whenever possible, the use of reading lists is recommended, with books left on regular shelves.

Requests for materials to be placed on reserve should be given to the circulation clerk at least three days before the assignments are made in class. At the beginning of a semester, a week should be allowed because of the large quantity of materials to be processed at that time. Forms for listing reserve requests are available at the circulation desk. If materials desired for reserve use are not owned by the Library, the instructor should allow six to eight weeks for ordering and processing.

Interlibrary loans

The university participates in a teletype network to speed up interlibrary loan requests within the state. The network (LITTY) includes Idaho State Library, the other two state universities, Ricks College, and six public libraries. The Pacific Northwest Bibliographic Center in Seattle offers excellent service in locating items not available in Idaho.

Points to remember in using interlibrary loan services:

1. Interlibrary loans are designed to supplement and not to take the place of resources in our own Library. If the desired materials are available on the open market and fit the general needs of this Library, purchase should be considered before interlibrary loan.

2. Before requesting materials to be borrowed on interlibrary loan, the requestor should check carefully with the Boise State University Library and the Boise Public Library collections. Frequently, the requestor will

save himself time by doing his own preliminary searching.

3. Books already in our collection, which are out in circulation, cannot be requested on interlibrary loan.

4. Certain types of materials are not available through interlibrary loan: Rare books, most reference books, books on reserve, newspapers and some periodicals, materials on microfilm or in special collections, or anything easily damaged in the mail. Photocopies of specific articles, or sections of these items, can be generally obtained, however. Photocopying is done in the lending library with the borrower responsible for payment of any charges.

5. At least two or three weeks should be allowed for delivery of items needed.

Levels of service to requestors:

1. Faculty, professional staff, and students: Following the Interlibrary Loan Codes of the American Library Association and the Pacific Northwest Bibliographic Center, loans from libraries outside of the state are usually requested only for faculty, professional staff members, and graduate students.

2. Upper division students: Most of the universities and colleges in Idaho restrict interlibrary loans for students to upper division students. Loan requests from libraries outside the state are initiated occasionally for upper division students involved in special studies, providing the requests are approved and countersigned by the faculty member for whom the work is being accomplished.

3. Lower division students: Lower division students' needs can usually be filled by the materials from our own collection or from local libraries. (All too frequently, students request interlibrary loans before thoroughly examining our own resources.) Research topics should not be assigned or chosen if there is not sufficient material available in the local libraries.

Library Acquisitions

The Library aims to provide to students and faculty the best service possible within the resources available to it. Long-term planning, based on established needs and a well-defined acquisition policy, is one means to this end.

The budget for library materials, while generous, is relatively small when compared to the needs of the institution's expanding programs and enrollment. Care must be exercised, therefore, in recommending titles for purchase. Few luxury items can be afforded at this time.

Approximately 50% of the budget is allocated to departments for their use in building collections in their own subject areas. On recommendations of faculty members, this money is used for purchase of books, new subscriptions, back files of journals, and other needed library materials. The remainder of the budget is used by the Library faculty for the purchase of reference books and sets, books and periodicals of a general nature which are necessary to a balanced collection, but which do not fall under specialized departmental needs, and renewals of all periodical subscriptions whether initiated by the departments or by the Library staff.

Each academic department has a library representative who acts as liaison between the department and the Library in ordering and budgetary matters.

Because of limitations of funds, the following policy statement is offered as a guide to faculty in selecting books, journals, etc., for purchase:

General Acquisitions Policy: Materials ordered should support the subject areas for which the faculty member is responsible. Care should be exercised to maintain quality and balance in the respective collections. Faculty research needs should not take precedence over student needs. Many subject areas may still lack some basic materials, requiring a decision on the desirable balance between retrospective and current buying.

Requests for materials costing more than $75.00 should be countersigned by the department chairman or library representative. Long-range planning will help to provide for the gradual, but balanced, acquisition of expensive items. Plans should also provide for materials to support new courses before they are added to the curricula.

Items which should not be requested for purchase with library funds:

1. Materials to be used strictly for classroom or laboratory work, such as manuals, workbooks, etc.

2. Instructors' desk copies which the faculty member wants to keep in his office or laboratory.

3. Expensive materials of specialized interest, useful only for the faculty member's own research. These should be requested for interlibrary loan, rather than for purchase.

4. Materials that belong within the sphere of other campus units, such as motion picture films or computer tapes.

Periodical Acquisitions: The Library encourages departments to plan periodical acquisitions for at least three years into the future and to add to the holdings in orderly phases. Departments should establish priorities and weigh the advantages of spending funds on new subscriptions with back files to be acquired slowly over a long period, against fewer titles and more rapid filling-in of back files. A subject list of journals, updated each year, is available to faculty members on request.

Because of budget restrictions and the continuing rise in renewal costs, new subscriptions should be kept to a minimum and restricted to necessities.

Criteria for requesting new subscriptions and back files:

1. Will the periodical fill an established present or future need?

2. Is it indexed by an indexing or abstract service available in the Library? Back files of unindexed journals should not be purchased unless specific need can be established.

3. Is the probable use sufficient to warrant the initial subscription plus subsequent renewals? Who will use it? How?

4. Is the journal well-established? Many promising periodicals are published for a short time and then discontinued. Journals should not be purchased until it is certain they will continue or until they are indexed. Extraordinary circumstances may warrant buying a title earlier; but in such cases, the journal will be reviewed by the librarian at each renewal. If insufficient use is shown, such subscriptions may be dropped.

Requisitions for Library Materials

Requests for new materials can be submitted at any time. Order request forms are available in the Acquisition Department of the Library. Complete bibliographical information should be given on all order requests--author, title, publisher, date of publication, price, and source of information. If information is taken from the publisher's announcement, the advertisement should be attached to the request form. The requestor will be notified when the materials are available for use.

The Library subscribes to several reviewing services such as Choice, Technical Book Review Index, Science Books, etc. Information from these services is routed to department library representatives for examination. The recommendations for ordering can be indicated by signing the desired item. The department representative should return all reviews to the Acquisition Department.

Books for Examination

Books offered for free examination by the publisher are a matter of personal business and must be kept separate from requisitions. The Library will accept the instructor's request for a copy of a book under his examination, but cannot purchase that particular copy of the book. The purchase or return of the copy under examination must be the responsibility of the instructor.

Books "On Approval"

Quite different from the above arrangement are the books received in the Library for review. Regular shipments of books "on approval" give staff and faculty members a chance to examine and review them for possible purchase. Books not selected are returned to the dealer by the Library.

Photocopiers

A coin-operated Minolta copier for student and general use is located near the Reference Department on the ground floor. A Xerox 914 copier is available in the Technical Services Department when it is not being used for the production of catalog cards. There is also a coin-operated IBM Copier II in the Periodicals Department on the fourth floor. Departmental "Other Expense" budgets will be charged for copies made for official college use. Personal copying should be paid for at the time of copying.

Library Guidance

Student use of library reference materials and services will be facilitated by class instruction. The Library has several multi-media programs covering the use of Library materials which can be used in classroom instruction. They include a slide-tape presentation which gives a general orientation to the Library and a number of sound filmstrips covering the use of various types of library materials. Filmstrips and slide presentations may be checked out for class use by the instructor, or they may be scheduled in the Library for individual use. A list of current programs is available in the Library. The Library staff will be pleased to give instruction on the use of special materials. Requests for these services should be made several days in advance by calling Mrs. Strong, extension 1139, or Mrs. Bettis, extension 1235.

READING EDUCATION CENTER

The Reading Education Resource Center is in operation on the second floor of the Library Building. The Center will serve two main purposes: To provide courses needed for a degree in reading education in the preparation of reading specialists for the public schools and to provide reading services for college students who show reading deficiencies and to provide such service for the students in the public schools of Southwest Idaho. University students or public school students may apply for the clinical services of the Center through application to Dr. William Kirtland, Director. This Center will provide the student teachers and the public school teachers of the valley with the latest in reading education. The Center has been designated as the depository for the materials of Eric/Crier. There will be 64 such centers established across the United States.

EDUCATIONAL MEDIA SERVICES (EMS)

A wide variety of services are available from the EMS including: (1) the use of a fine collection of 16mm educational sound films, records, tapes, and a growing collection of educational video tapes; (2) the use of all types of audio-visual equipment; (3) projectionist services including delivery and retrieval of equipment, the set-up and operation of equipment as desired by campus instructors; (4) special graphic arts and photographic services as required in the production of teacher designed instructional materials; and (5) a campus distribution system of audio and visual materials originating in the EMS.

The above services are designed to serve first the scheduled class instructional program of the university. Special services to students and student organizations will also be permitted on a limited, but everexpanding, basis as new building and equipment purchases make it possible.

The Educational Media Services also serves the public schools and the community with its educational films and equipment services at a nominal charge.

ATHLETIC DEPARTMENT

The Boise State University Department of Athletics conducts intercollegiate competition in eight men's sports and seven women's sports. These programs maintain an ever-increasing liaison between the general public, students, alumni, faculty/staff members, and other four-year, degree-granting institutions. The greater support in any of these areas, the better the overall position of Boise State University becomes.

Boise State University full-time faculty/staff members who are under contract for the fall semester may purchase season football tickets for one-half price. The tickets are available for immediate family members living at home. Part-time faculty/staff members may purchase two tickets at the half-price rate. Because of limited seating available for basketball, faculty/staff members are allowed to purchase two reserved seat tickets at half price. Valid faculty/staff I.D. cards are the official identification necessary to obtain the staff discount. These are reserved seat tickets and are sold on a first come, first serve basis. No discount is given on individual game tickets.

This policy, established by the Athletic Board of Control in cooperation with the Department of Athletics, is reviewed on a yearly basis and may be revised for future years.

INFORMATION SERVICES

This department supervises all university news releases, publicity activities, and general communications that involve use of the mass media (newspapers, radio, TV, billboards, magazines, etc.). It is the professional advisory agency for university administrators and faculty using mass media in specialty applications. Its goal is to eliminate duplication in these activities, to maintain consistency of the university's image as it is projected to the general public. It operates under the Director of Information Services, with a staff of Information Specialists and Photographer-Graphic Specialists.

The department functions through three overlapping agencies:

(1) BSU News Bureau: Collects, edits and disseminates to mass media regular news and feature stories about the university faculty and administrative affairs. It maintians a clipping service of news stories about BSU carried in the state newspapers, and its staff produces the monthly university journal "Focus".

(2) BSU Photo Bureau: Provides professional photography and processing production for university requirements for books, pamphlets, brochures, news stories, and graphic displays of promotional nature. Its graphics section prepares illustrative materials for the "Focus" publication.

(3) BSU Information Bureau: Maintains files of all pertinent historical and statistical data about BSU for general use. Operates a 24-hour tape-telephone information service that yields weekly campus events schedules to callers. Collects schedules and posts requests for university activity advertising on the BSU marquee on Capitol Boulevard. Assists in provision of public speakers to university-related events, and to charitable and civic groups off campus.

GRANT APPLICATIONS AND PROPOSALS - SPECIAL PROJECTS

An office of Special Projects coordinates local, state and federal (both public and private) grants and programs. Grant source identification, application and proposal completion, budget preparation, and program implementation and evaluation are principal functions of this office.

There are two specific forms which must be completed and one authorizing signature which must be affixed before any application, proposal contract, or agreement is mailed:

Two Forms

1. BSU Request for approval of Special Project: This form must be completed by the application or proposal writer and circulated (with a copy of the proposal or application attached) to the particular department chairman, dean of the school, business office, grants accountant, Office of Special Porjects and the President for signatures of approval. This must be done at least seven days prior to the submission of any grant proposal (See BSU Policy 50-3).

2. State of Idaho Notice of Intent to Apply (NOI form): The 1972 Idaho legislature passed Senate Bill 1607 which amends Chapter 19, Title 67 of the Idaho Code by adding a new section designated Section 67-1916, which requires:

   (a) All state agencies to submit notification of intent to apply for federal assistance to the State Planning and Community Affairs Agency, and

   (b) All state agency applications to be assigned a state identifying number.

Authorizing Signature

Each grant application, proposal, or contract must have the signature of the President, Boise State University, affixed as the authorizing official prior to being submitted to a funding agency. If there is no line provided for the President's signature, he may provide it in a letter of transmittal to accompany the application or proposal. The BSU President (or his personally designated representative) is BSU's authorizing authority.

NOI and Request for Approval of Special Projects forms are available from the Office of Special Projects, 209 College Blvd., Boise, Idaho 83725. Telephone: 385-1585 or 385-1586.

DATA PROCESSING SERVICES

The Center for Data Processing, housed on the first floor of the Business Building, is a universitywide service unit. Its primary mission is to provide computing and data processing service in support of the educational and administrative objectives of the university, to encourage the use of data processing procedures throughout the university, and, in particular, to stimulate the innovative utilization of the equipment.

The Center for Data Processing represents a service agency. All students, faculty, and staff are encouraged to make full use of our facilities. Appropriate charges are made relative to faculty and staff utilization wherein funded projects are involved. Rates are available from the Center for proposal purposes. Charges for data processing services are not made for university use.

PRINTING AND GRAPHIC SERVICES

Boise State University offers reproduction facilities for faculty, administration, and student body based on the premise of centralization of service for maximum efficiency. Through the Printing and Graphic Services Center, classroom instructional materials can be provided in a expeditious and professional manner. Complete reproduction services are offered in the Center from "while you wait" copying service to development of booklets and brochures including typesetting, layout, pasteup, and design artwork. Offset presses, letterpress, and silk-screening are available in the Center. Bindery operations include stapling, spiral plastic binding, and perfect binding. For complete services and capabilities offered in the Center, please request a Printing and Graphic Services brochure from the printing department or the Mailroom.

The procedures to be followed for use of the Printing and Graphic Services Center are presented in the following paragraphs.

a. Preparation of Materials: Original preparation of material directly on a white sheet of bond paper is encouraged. With the operation of the Total Copy Center, short-run reproduction can be offered on a "while you wait" basis, or a delivery service is offered with a two hour turn around time. All other materials needing special attention such as enlargements, reductions, pictures, maps, graphs, pages from bound volumes, and three-dimensional objects up to unlimited size may be reproduced in the Printing and Graphic Services Center. The Director of the Center can determine the best method of reproduction for your particular needs.

b. Printing Order: A Request for Printing form will be prepared for each work order. All copies will be forwarded with the material to the Printing and Graphic Services Center. A job number will be assigned in the Printing and Graphic's Office. For all orders needing special attention, a call or visit to the Center can often increase efficiency and eliminate time-consuming delays.

c. Authorization of Printing Orders: Authorization must be indicated on each order as follows:

   1. Classroom instructional materials except manuals and textbooks for sale to students must be authorized by one for the following--department chairman or dean.

   2. Administrative office materials will be authorized by the appropriate administrative officer.

   3. All approved student body organizations' materials will be authorized by the organizations' advisors.

d. Material will normally be delivered and available for pickup in the Mailroom, or it may be called for in the Printing and Graphic Services Center. The Printing Department will be able to service short-run work orders up to 300 copies in two hours. Pickup and delivery between the Printing and Graphic Services Center and the Mailroom will be made at least six times each day. Arrangements for delivery of high priority materials may be coordinated with the Printing and Graphic Services Center. Pickup of printed materials on rush jobs will be in the Printing and Grahic Services Office.

e. Order or Priority of Printing Services:

   1. Examination and instructional materials: Examinations and instructional materials such as assignments, book lists, handouts, etc., (i.e., items for direct distribution to students as part of classroom instruction) represent priority of the first order.

   2. Administrative materials: This includes requests by outside organizations that are providing special services to the university such as fund-raising drives, athletic, and/or student activities.

   3. Any faculty-produced instructional materials such as laboratory manuals produced for sale to students through the Campus Store.

The following policy will apply to the printing of textbooks and other instructional materials authored by the university faculty, reproduced in the university printing department, and sold through the Campus Store.

a. Any material authorized by university faculty must have approval of the department chairman involved. After approval has been obtained, the author makes arrangements with the Campus Store Manager for printing. The number of copies to be printed is determined, as well as other essentials as required by the financial responsibility contract provided by the Campus Store Manager.

b. The contract between the Campus Store and the author must be approved by the department chairman before any work by the printing department commences. The contract includes terms of payment to the author.

c. The selling price, based on printing costs, handling costs, and royalty, is determined by agreement among the Director of Printing and Graphic Services, author, and Campus Store Manager.

d. After the contract is completed, the author will take the material to the print shop for printing along with the printing request from the Campus Store.

e. No remuneration is made to the author until enough of the produced material has been sold by the Campus Store to recover the cost of printing. Remuneration will be made to the author based on the contract terms. Sales will be based on remaining inventories at the Campus Store as of each June 30.

DEVELOPMENTAL WRITING PROGRAM

Designed to help students cope more successfully with the demand of E 101 and other writing, in and out of college, Developmental Writing: (1) makes available remedial instruction to those students deficient in the basic grammatical and mechanical elements of the English language, and (2) provides noncredit experience in and evaluation of writing for those who do not have particular problems with grammar, spelling, and punctuation, but want to improve the general quality of their writing.

To secure such instruction, a student enrolls in the equivalent of three hours of class laboratory work per week. By having a laboratory facility with equipment for 30 work places available eight hours a day, five days a week, a minimum of professional staff can service a maximum number of students. Programmed self-instructional tests will be used in the areas of grammar and punctuation, spelling, vocabulary, and composition. The staff members will supervise instruction, select texts, plan the course syllabus, grade essays, and give individual instruction as needed. Student graders will administer and score objective tests and maintain records and files.

COMMUNICATION CENTER

The Department of Communication believes that the formal course work in speech/communication should involve maximum active participation in all aspects of the communication process. Active student participation affects both the student's attitudes toward the process and his communicative skills.

To support this belief, a Communication Center has been established on the second floor of the Administration Building. The Communication Center consists of: (1) a communication classroom equipped with tape recording and video tape recording facilities, (2) a laboratory adjacent to the classroom for listening to tapes and evaluating speeches, (3) a conference and research room to be used for viewing and evaluating video tapes and for group discussion, (4) an audio and video recording laboratory, (5) a journalism laboratory, and (6) faculty offices.

The facilities will be used regularly by scheduled communication classes and may be available to other departments and to the community through special arrangement with the department chairman.

CAREER AND FINANCIAL SERVICES

Career and Financial Services provides a program of advising and assisting students regarding financing their education, selecting a career, and obtaining career employment upon graduation. The office is located in A 117.

Boise State University has a comprehensive financial assistance program which includes a variety of types of scholarships, loans, grants, part-time employment for which a student might apply. Students needing financial assistance should be referred to Career and Financial Services well in advance of their actual need for funds if at all possible, and, in any case, prior to the deadlines established for the various programs.

Refer to Appendix V for further information concerning the Office of Career and Financial Services.

OUTREACH SERVICES AND PROGRAMS

Evening Program, Special Courses, and Community Service Objectives

The university expresses its concern for individual improvement, equal opportunity, economic efficiency, and civic responsibility by offering continuing education for adults and community service programs to assist in the process of human and community development by focusing upon the needs, aspirations, and potentialities of individuals, groups, and institutions.

The following programs and services are available at Boise State University to individuals, groups, firms, schools and agencies: (1) Special Services and Programs--Conference, Workshop, Seminar, Institute; Planning Assistance; Faculty and Staff Consultation Service; Use of Facilities; Reading Education Center; Educational Media Services; Data Processing Center; The Visiting Scientist Program; Speakers Bureau; Public Affairs and Cultural Enrichment Programs; Educational Television; and (2) Evening Instructional Programs and Special Courses--Extended Day Program; Evening Vocational-Technical Program; Manpower Development Training Act (MDTA) Programs; Adult Basic Education Program; General

Education Development (GED) Training; Guided Studies Program; and Special Interest Group Courses and Programs.

Civic Improvement Efforts

As as institution and as individuals, the faculty, staff, and students of Boise State University cooperate with governmental and community organizations to increase the resources of the community and to resolve major problems confronting the state and community.

Coordinating Office and Information Center

In general, the Director of Extended Day and Summer Sessions is responsible for the total program of continuing Education and community service on campus. He directs, supervises, and administers the Extended Day or evening program (both academic and vocational), and special workshops, institutes, seminars, and conferences on campus. In addition, he is responsible for the development, direction, and coordination of the Community Development/Community Service program with the deans of the various schools, as well as the administrators of other major functions of the university.

The nature of the programs under his direction include credit, noncredit, vocational, avocational, and special interest courses on the college level and at the less than college level.

Office of Continuing Education

In general, the Director of Continuing Education is responsible for the total program of continuing education and community service conducted off of the Boise State University campus. He directs, supervises and administers all courses held off of the BSU campus--both credit and non-credit offerings. Among these are the Mountain Home Air Force Base Program, courses at the Idaho State Penitentiary, and other special workships, institutes, seminars and conferences taking place in the southwestern region of Idaho. Boundaries of the Continuing Education region Boise State University serves are north to New Meadows, east to Glenns Ferry, south to the Nevada border, and west to the Oregon border.

Continuing Education programs include credit, non-credit, vocational, avocational, extension, and special interest courses on the college level and at less than the college level. Faculty and staff members who teach in the Continuing Education Program are compensated for their extra effort.

For further information of Continuing Education, phone the Director of Continuing Education at 385-3293.

GIFTS AND ENDOWMENTS PROCEDURE

Gifts or donations from private sources, including scholarship contributions, shall be transmitted to the Office of Gifts and Endowments prior to being deposited with the University cashier's office.

This procedure has been established in order to obtain accurate information as to the amount and type of contributions and scholarships being received and to determine that all contributions are being given proper and prompt recognition. In addition, the Office of Gifts and Endowments is charged with the responsibility of preparing a gift acceptance report for the State Board. It is imperative that the above office have notification of gifts to insure accuracy of the report.

In summary, the Gifts and Endowments Office coordinates the acknowledgement and reporting of gifts which are from other than state or federal sources. That office will promptly deliver the check to the cashier's office for deposit to the proper account, receipt the gift to the donor, follow up on State Board reports, etc.

APPENDIX I

FACULTY CONSTITUTION
AND BY-LAWS

BOISE STATE UNIVERSITY

FACULTY CONSTITUTION

Preamble

To facilitate communication, understanding, and cooperation among the officers of Boise State University, and to ensure the orderly development of educational programs and policies committed to our trust, we the President and Faculty of Boise State University, do hereby subscribe to this Constitution establishing principles of organization, authority, and responsibility of the Boise State University Faculty.

Article I Name

The Official Boise State University Faculty as defined by Article II shall be referred to throughout this document as THE FACULTY.

Article II Membership

The Official Faculty of the University shall comprise three categories of members hereinafter referred to as Academic Faculty, Administrative Faculty, and President of the University.

Section 1 The Academic Faculty of the university shall include:

a. all persons with full-time appointments as Professor, Associate Professor, Assistant Professor or Instructor, to do teaching, research, and counseling and

b. departmental chairmen and professional librarians other than the Head Librarian.

Section 2 The Administrative Faculty of the University shall include administrative vice-presidents, executive heads of schools, divisions, supportive services, and the Library, and all such permanent administrative officials so designated by the President of the University as provided in Section 4 of this article.

Section 3 The President of the University

Section 4 Contracts or letters of appointment shall contain an entry identifying Official Faculty, and a list of Official Faculty shall be kept on record in the Administrative Offices.

Article III Powers and Authority

Section 1 General

a. The Faculty shall provide recommendations on matters of educational policy within the limits prescribed by Federal and State law and the regulations of the Idaho State Board of Education. Educatonal policy pertains to such matters as curricula, methods of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees. It also includes those aspects of student life that relate directly to the educational process including the establishment of regulations concerning financial aid, academic performance, extracurricular activities, and freedom of action and expression.

b. The Faculty shall recommend policies and procedures governing Faculty appointment, tenure, and promotion.

c. The Faculty shall normally function through its representative body, The Faculty Senate (see Article V.). However, the Faculty shall also have the rights of initiative and referendum, as specified in Article IV, Section 2a, in Article IV, Section 2e, and in Article V, Section 3d.

Section 2 Schools, Divisions, Departments

Within the limits of policies approved by the State Board of Education the policies and practices within a school, dvision, or department shall be determined by the faculty of the specific school, division, or department, and shall normally be implemented by the interested deans or chairmen.

Article IV Organization of the Faculty

Section 1 Officers

a. Presiding Officer

The President of the University or his designate shall preside at meetings of the Faculty.

b. Secretary to the Faculty

The Secretary to the Faculty Senate (Article V Section 3, a.2) shall be the Secretary to the Faculty. The Secretary shall record minutes and circulate copies to all members within one week following each meeting.

c. Treasurer of the Faculty

The Treasurer to the Faculty Senate (Article V, Section 3, a.3) shall be the Treasurer of the Faculty. Funds for specific projects or emergencies as approved by the Faculty shall be collected by the Treasurer. He shall establish a Faculty Account and disburse Faculty Account Funds upon approval of the Faculty Senate. He shall keep an accurate record of the Faculty Account according to approved business practice, which account may be audited by an ad hoc committee of the Seante whenever necessary.

Section 2 Meetings

a. Schedule

Meetings of the Faculty may be called by the President of the University. He must call a meeting at the written petition of 10 percent of the faculty or on a majority vote of the Senate.

b. Notice

Written notice of each meeting shall be circulated to all faculty members at least three days prior to the date of the meeting. The agenda for each meeting shall be attached to the notice.

c. Quorum

Twenty-five percent of the Faculty in person shall constitute a quorum. No proxy shall be recognized. The Administrative Offices shall provide on September 1 an indication of the number of full-time personnel as described in Article II.

d. Procedure

Each member of the Faculty shall have a free and equal voice in all deliberations and each shall be entitled to one vote. Any member of the Faculty may submit agenda items to the presiding officer of the Faculty. Such items must be received at least five days prior to a scheduled meeting. In the absence of special regulations to the contrary, Roberts Rules of Order, Revised, shall govern the procedure of all meetings of the faculty.

e. Faculty Review of Senate or Presidential Action

(1) The Faculty may contest an action taken by the Faculty Senate or a failure to act on an initiative petition (Article V, Section 3d). Overriding of the Senate shall require a two-thirds vote of the total membership of the Faculty. A majority of those present and voting at a meeting may call for a written ballot of the entire Faculty. According to the provisions of Article IV, Section 1b, such ballot shall be attached to a copy of the minutes of the meeting sent to each member of the Faculty. Ballots must be returned to the Secretary of the Faculty Senate and the vote counted and announced within that period specified in the By-Laws of this Constitution.

(2) Using this same procedure, the Faculty may contest a Presidential action. If the contesting action is successful, the President shall communicate it to the Board of Education.

Article V The Faculty Senate

Section 1 Membership

a. Composition

(1) Academic Voting Members

Each School or Division shall be entitled to two representatives to the Faculty Senate who shall be elected by the Academic Faculty of the School or Division represented. In addition, four members at-large shall be elected according to the provisions of Article V, Section 1b(2).

(2) Administrative Voting Members

The Dean of each School and the Head Librarian shall together constitute the permanent administrative core of the Senate.

(3) Non-Voting Members

The President of the University or his designate, the President of ASB or his designate.

b. Selection

(1) Two Senators shall be elected by each school or division of the University.

(2) Two nominees shall be designated by each school or division for the at-large seats. At-large members shall be elected by a plurality of the Academic Faculty.

c. Term of Office

Elected members normally shall serve for two years. Initially, provision shall be made for rotating terms of office so that one half of the elective chairs shall be vacated each year. Recall of any elected member of the Senate shall be considered only at a meeting of the Faculty called for such a purpose at least one week in advance of the meeting date. Approval shall require an affirmative vote of two-thirds (2/3) of the Academic Faculty who are present at that meeting.

d. Responsibility

All members of the Senate are uninstructed representatives. Having sought the counsel and advice of their colleagues, Senate members shall be free to exercise their own judgment on matters of decision and vote.

e. New Schools and Divisions

Newly created Schools and Divisions of the University shall be represented as provided in Article V, Section 1a (1) and (2). Implementation shall be by the Faculty Senate By-Laws and Resolution.

Section 2 Authority and Functions of the Senate

a. Authority

(1) The Senate shall have the authority and responsibility to act for and in behalf of the Faculty. Actions of the Senate shall be effective without approval of the Faculty, except that such actions shall be subject to challenge, by the Faculty (as specified in Article IV, Section 2, Paragraph e) or by the President of the University.

b. Functions

Within the framework established by the Idaho State Board of Education the Senate shall, as the representative body of the Faculty:

(1) Recommend requirements for admission and for degrees.

(2) Act upon all new courses and curricula, changes in established curricula, and curricular policies involving relationships between schools or divisions.

(3) Recommend criteria for academic rank, tenure, and professional welfare.

(4) Provide for the review and mediation of disputes involving professional ethics and grievances.

(5) Maintain such committees and councils as are necessary for the implementation of Article III, Section 1 of this Constitution.

(6) Receive and consider reports from committees and councils and take appropriate action thereon.

(7) Inform the Faculty of its actions.

Section 3 Organization of the Senate

a. Officers

(1) The Senate shall elect annually from among its Academic members a Chairman and a Vice Chairman.

(2) A Secretary to the Senate shall be selected by the Senate. The Secretary shall not be a member of the Senate.

(3) A Treasurer to the Senate shall be selected by the Senate. The Treasurer shall not be a member of the Senate.

b. Meetings

(1) Regular and special meetings of the Senate shall be held throughout the academic year at times specified in the By-Laws.

(2) Regular and special meetings of the Senate are open to all

members of the Faculty. Visitors at meetings may enter into the discussion by permission of the Senate.

c. Rules

The Senate is empowered to make rules governing its own organization and procedure subject to the conditions of this Constitution and the following:

(1) A simple majority of Senate members shall constitute a quorum.

(2) All actions of the Senate shall be by simple majority of members present and voting, unless otherwise specified by the By-Laws.

(3) A digest of Senate meeting minutes shall be distributed to the Faculty without delay.

d. Agenda

At least three days prior to any Senate meeting, the Chairman shall have an agenda published and distributed to the Faculty. Any Senator may submit items for the agenda. Any item submitted by at least 10 percent of the Faculty through petition must be placed on the agenda of the next regular Senate meeting. Items not on the agenda of a given meeting may not be brought to formal vote at that meeting without unanimous consent of those present.

Article VI Amendment

Section 1 Of the Constitution

Amendments may be proposed by either: (a) two-thirds of the Senate present and voting, or (b) twenty percent of the Faculty through initiative petition presented to the Chairman of the Senate. The proposed amendment to the Constitution shall be placed on the agenda of the next regular meeting of the Senate for open discussion after which it will be submitted to a special meeting of the Faculty. An amendment thus submitted shall become part of this constititution when approved by secret ballot by a two-thirds vote of the entire Faculty.

Section 2 Of the By-Laws

The By-Laws may be amended by a two-thirds vote of the Senate, present and voting.

BY-LAWS OF THE BOISE STATE UNIVERSITY FACULTY

Preamble

The Constitution of which these By-Laws are a part is the document embodying the principles of organization and rule governing the Boise State University Faculty. The delegation of authority to the Faculty Senate is based upon the Constitution of the Faculty. Since that is the fundamental document, a two-thirds vote of the entire Faculty favoring amendment is required to alter it. Stability is guaranteed by this protection. Flexibility, however, is required in the day-by-day performance of routine and emergency tasks. Hence, the By-Laws of the Faculty serve as the instrument of the Senate in its execution of its assigned mission. Any By-Law matter found by experience to be of a constitutional nature may be incorporated into the Constitution proper by following Article VI, Section 1. ANY Constitutional matter found by experience to be unworkable may be eliminated or transferred to the By-Laws by the same procedure. Stability and flexibility are both preserved thereby.

BY-LAWS OF THE BOISE STATE UNIVERSITY FACULTY

BL I Meetings of the Faculty Senate

A. Regular Meetings: Scheduled meetings of the Faculty Senate shall be held during the academic year on the 1st and 3rd Thursdays of each month at a time and place announced in the Faculty Bulletin. Occasional conflicts (such as holidays or special university functions) may be re-scheduled by Senate resolution.

B. Special Meetings: Special meetings of the Faculty Senate may be called at any time during the calendar year by the Chairman of the Faculty Senate, by a majority vote of the Senate, or by any five members of the Senate through petition to the Chairman.

BL II Standing Committees of the Faculty Senate: Format

Except as otherwise provided, standing committees of the Faculty Senate shall be patterned as follows:

A. Composition:

1. One member from the Senate
2. One faculty member from each school or division
3. Two fully participating student representatives
4. No ex-officio or non-voting members

B. Appointment:

1. The Senate member of the committee shall be appointed by the Chairman of the Senate.
2. The Faculty members of the committee shall be appointed by the

several Senators elected by the schools or divisions they represent.

3. The student members of the committee shall be appointed by whatever method the Student Senate shall decide.

C. Term of Office:

Appointment shall normally be for a two-year term so arranged that approximately half the members' expiration dates shall occur on alternate years. New appointments shall normally become effective by the first October Senate meeting.

D. Committee Organization:

The Senator appointed to each committee shall be responsible for initiating committee organization. He may serve as committee chairman pro tem, but normally should not accept permanent chairmanship. His main role is liaison between the committee and the Senate.

Standing committees are empowered to appoint subcommittees to accomplish specific objectives. Subcommittees will report to the Senate by way of their parent standing committee.

E. Jurisdiction:

Each committee shall be identified according to type, function, and report objective as follows:

Type	Function	Report Objective
1. Fact-finding	To investigate	To furnish data
2. Advisory	To evaluate	To recommend
3. Discretionary	To reach consensus	To submit for approval
4. Executive	To take action	To inform only

F. Registration:

The names of all committee and subcommittee members and their length of term shall be registered with the Secretary of the Faculty Senate.

G. Meetings:

The time, place, and agenda of meetings of all standing committees shall be published prior to these meetings. All committee meetings shall be open to the Boise State University faculty execpt when such open meeting would be an infringement of individual rights.

H. Reporting:

1. When requested by the Chairman of the Senate, progress reports shall be made to the Senate. These progress reports may be oral or written and should identify the time and place of the committee meetings and describe the current and planned investigations

of the committee

2. Normally recommendations for Senate action shall be printed and distributed to the member of the Senate by mail prior to the Senate meetings at which they will be presented. Each committee recommendation shall be made as a report in the following form: the recommendation, the rationale, a summary of the committee discussion including arguments pro and con, results of votes and polls, and appendices.

BL III Standing Committees of the Faculty Senate: Identification

A. Academic Standards Committee

1. Composition: BL II A
2. Type: Discretionary
3. Function: This committee shall be concerned with all matters of policy governing undergraduate academic standards.

B. Faculty Welfare Committee

1. Composition: BL II A but omitting student representation
2. Type: Advisory
3. Function: The Committee shall be concerned with all matters of faculty welfare.

C. Financial Aids Committee

1. Composition: BL II A
2. Type: Discretionary
3. Function: This committee shall be concerned with policy pertaining to the awarding of student scholarships, grants, and loans. This committee will also function as a monitoring body to oversee the process of awarding scholarships, and have the power to appoint specific awarding sub-committees.

E. Curriculum Committee

1. Composition: BL II A. Committeemen shall normally be current members of school of divisional curriculum committees.
2. Type: Discretionary
3. Function: This committee shall supervise all undergraduate offerings of the university determining that curricular changes be compatible with existing programs, feasible under given circumstances, and consistent with the educational objectives of Boise State University under State and Federal law.

F. Honors Program Committee

1. Composition: BL II A + Coordinator of Honors Program, delete Vocational-Technical Division
2. Type: Discretionary
3. Function: This committee shall develop, implement, and

supervise programs for Honors students.

G. Commencement Committee

1. Composition: Three faculty appointed by the Chairman of the Faculty Senate, three representatives of Student Personnel Services appointed by Vice-President of Student Affairs, one representative appointed by the President, two students.
2. Type: Executive
3. Function: This committee shall plan all commencement activities. All proposed changes shall be presented for the approval of the Faculty Senate.

H. Graduate Council

1. Composition: There shall be nine members of the Graduate Council--the Dean of the Graduate School and two representatives from each school or division of the University with the exception of the Vocational-Technical Division. The senators representing each school or division shall appoint two representatives from the graduate faculty of that school or division. The Dean of the Graduate School shall be chairman.
2. Type: Discretionary in all policy matters as defined in the Faculty Constitution.

   Executive in all other matters involving the administrative operations of the Graduate School and the establishment of working relationships with the various departments and services of the university.

3. Function: The Graduate Council shall be concerned with all matters of policy and procedures of the Graduate School.

I. Library Committee

1. Composition: BL II-A with the Head Librarian being the Senate member.
2. Type: Advisory
3. Function: This committee shall be concerned with all matters of policy and procedures of the Library.

J. Matriculation Committee

1. Composition: BL II A
2. Type: Discretionary
3. Function: This committee shall be concerned with all matters of policy regarding the registration, orientation, and advising of students.

K. Steering Committee

1. Composition: The current Vice-Chairman and two former chairmen of the Senate, to be appointed by the current Chairman.
2. Type: Executive
3. Function:

a. Aid the Senate Chairman in overseeing all committees to insure that required appointments have been made and the committees organized.
b. Determine all questions of appropriate jurisdiction.
c. Supervise appropriate revisions of the Faculty Handbook, Constitution and By-Laws.

L. Fiscal Priorities Committee

1. Composition: Chairman of the Faculty Senate and Charimen of the Steering, Curriculum, and Faculty Welfare Committees.
2. Type: Executive
3. Function: To meet with appropriate administrators in determining priorities related to budget preparation and in the allocation of appropriate funds.

BL N. Faculty Grievance Committee

1. Composition: BL II A but omitting student representation
2. Type: Advisory with respect to resolving grievances.
   Discretionary with respect to policy.
3. Function: This committee shall conduct hearings to resolve individual faculty grievances within the guidelines of BSU Grievance Policy. This committee shall be responsible for recommending desirable and/or necessary changes in BSU Grievance Policy and Procedures.

BL LV Supplemental Voting Regulations

A. Ballots submitted to the Faculty by mail must specify the time period allowed with which votes may validly be cast. As a general rule, ballots should be returned and in the hands of the Secretary to the Faculty by 5 p.m. the 4th normal day from mailing date.

BL V Vacancies

A. Senate: Supplying interim replacement for any Senate seat vacated during the school year shall be the responsibility of the school or division concerned.

B. Committee: The Faculty Senate member of each committee shall inform the Chairman of the Senate whenever a vacancy occurs on the committee involved. Replacement appointment shall be made according to the procedure delineated in BL II B.

BL VI Succession

A. Senate Year: The Senate year shall coincide with the Boise State University calendar year officially beginning with the Fall semester starting date and ending with the close of the Summer Session.

B. Transition: During the week following the 15th of April each year, the Junior Senator from each school or division shall:

1. Conduct an election for a successor to fill the seat to be vacated by the Senior Senator at the end of the current Senate year.

2. Conduct an election for two nominees to fill the seats of Senator-at-large to be vacated at the end of the current Senate year, and

3. Inform the Secretary to the Senate concerning the results of these elections.

During the week following the 22nd of April each year, the Secretary to the Senate shall:

1. Distribute ballots to the Academic Faculty for the election of Senator-at-large according to the provisions of Article V, Section 1.b, (2) of the Faculty Constitution and BL IV A.

2. Tabulate the results of the election, and

3. Publish the results of the election to inform the Faculty

To improve continuity in Faculty Senate succession:

1. Senators-elect shall be invited to attend the final meeting of the Senate prior to Commencement.

2. They shall be welcomed, introduced, and seated to observe the proceedings of the Senate but shall not participate as voting members excepting the last item on the agenda.

3. The last item on the agenda shall be the selection of a new Chairman, Vice Chairman, and a new Secretary and Treasurer to the Senate according to the provisions of Article V, Section 3.a. (1), (2), and (3) of the Faculty Constitution. The retiring Senators shall not vote in the election for the Chairman and Vice Chairman.

During the Summer interval:

1. The current officers shall be responsible for representing the Faculty and convening special meetings of the Senate when required. Senators-elect may be invited to attend such special meetings; but their official functions shall not begin until the reporting date of the Fall semester.

2. Prior to the Fall reporting date, the current officers and officers-elect shall meet to consider new committee appointments, transfer Senate minutes and procedural information, and organize Senate plans for the Fall semester.

C. The New Faculty Senate:

1. The first official meeting of the new Faculty Senate shall be held as soon as possible following the fall reporting date.

2. At the first meeting, committee appointments shall be made and all other organizational matters completed including the appointment of a parliamentarian.

BL VII Conflict of Interest

A. Faculty serving in more than one school shall be considered a member of that School or Division to which he owes prime responsibility when representation and election to the Faculty Senate is being questioned.

BL VIII Divisions

A. Two divisions in the School of Arts and Sciences will be retained for the purposes of Senate and committee representation.

BL IX Representation of Library Faculty

A. The Library Faculty shall be regarded as part of the School of Education for purposes of Senate and Committee representation.

APPENDIX II

EXTRACT FROM POLICY MANUAL FOR HIGHER EDUCATION INSTITUTIONS

500. Institutional Professional Staff
    501. Appointment Policies
    503. Determination of Responsibilities
    505. Participation in Policy Formulation
    507. Faculty-Administration Disputes
    509. Rank, Promotion, and Salary
    511. Leaves
    513. Tenure, Non-Tenure, Dismissal, or Termination
    520. Employee Benefits
    522. Academic Freedom and Responsibilities
    525. Consulting and Other Employment
    528. Patents and Copyrights
    530. Political Activities
    533. Loyalty Oaths
    536. Faculty Organization
    539. Employment of Relatives

501. Appointment Policies

501.1 General

501.11 See the Idaho Code, Sections 33-2806, 33-3006, 33-3106. Appointments to both professional and nonprofessional positions--either to fill a vacancy or to staff a new position --are initiated by the institutional executive with subsequent concurrence or ratification by the Board.

501.12 The faculty and faculty status at each institution shall be determined by criteria formulated by each institution's faculty and approved by the Board.

501.13 Major administrative positions such as Vice-President, Dean, Administrative Assistant to the President, shall be reviewed and approved by the Board prior to the announcement and/or recruitment of personnel. (See Appendix E)

501.2 Change of Status

All employee appointments including graduate student appointments, changes in rank, salary, title, or responsibility must be approved by the Board. The proposed personnel action must be accompanied by the recommendation of the department executive and the institutional or agency executive.

501.3 Relocation Expenses

Reimbursement of relocation expenses for those on Board appointment requires Board approval. Any contract or appointment which provides relocation expenses shall include a provision that the appointee shall reimburse the employing agency a pro rata share of the relocation expenses if the appointee fails to fulfill the contract or appointment obligations.

501.4 Short-Term Employment

No professional staff person shall be employed for a period of more than six (6) consecutive months on a full-time basis without a formal appointment by the Board. It is the intention of this policy to prevent continuous employment of professional staff personnel on an irregular-help basis, either on an hourly, daily, or monthly rate, without review by the Board. After full-time employment for six (6) consecutive months, further payment of salary or wages is not authorized without a formal appointment by the Board.

503. Determination of Responsibilities

The Board shall establish, with the recommendation of the institutional executive, the areas and limits of responsibility, control, and authority of academic and administrative officers and other professional staff members. Each institutional executive shall have prepared a written description of the responsibilities of the various administrative and academic officers and other professional staff members.

505. Participation in Policy Formulation

While final authority and responsibility for policy development and approval rests with the Board, the faculties and executive officers of the several institutions have the responsibility for developing policy recommendations. Each institution has the responsibility for developing the internal porcedures necessary for participation in policy formulation. See also Section 507.

507. Faculty-Administration Disputes

The President of the institution shall have the right to veto any action or recommendation of the faculty or its representative body; provided, however, that any matter so vetoed must be referred to the Board for consideration upon an affirmative referendum vote of two-thirds of the total faculty. (See Sections 265. and 513.5 for procedures involving disputed terminations, non-reappointment, residency rulings, and the like.)

509. Rank, Promotion, and Salary

Each institution has the responsibility for developing appropriate procedures and criteria for determining changes in rank, promotion, and salary. See also Section 528.

511. Leaves

The Board must approve leaves of absence for longer than thirty (30) days (other than normally earned annual and sick leave), paid or unpaid, for any reason, prior to the employee's taking the leave. In addition, the Board has the privilege of placing special conditions on leaves, such as retention or nonretention of placement on salary or wage schedules, and guarantees of return to the same position after such leaves.

511.1 Sabbatical Leave

Each institutional executive shall have prepared a policy statement concerning sabbatical leave provisions. Such statement shall include at least the following provisions: The ultimate purpose of the leave shall be to benefit the institution (this may be accomplished by granting leave designed to increase the faculty member's usefulness to the institution); sabbatical leaves shall be for the duration of one semester or two semesters with full pay for one semester and one-half pay for two semesters; sabbatical leaves shall be granted only after six full academic years of service have elapsed since the last sabbatical leave; applications for leaves must state the reasons for such leave and these reasons must be evaluated and rated by a committee established for such purposes; sabbatical leaves shall be approved by the Board upon the recommendation of the institutional executive; and the faculty member is expected to return to the employ of the leave-granting institution for a period of at least one academic year after the sabbatical or to pay back money received from the institution while on sabbatical leave.

511.2 Maternity Leave (Approved 7/6/72)

Any female employee whose duties are interrupted by pregnancy and childbirth will be granted maternity leave. Accrued annual leave if any, and accrued sick leave with pay may be used for this purpose with additional leave without pay for a reasonable period of time, if required. In order to avoid possible misunderstanding concerning the employee's desire to return to work after childbirth, the employee should request leave without pay rather than resigning from her position. Upon return from maternity leave, the employee must be given either her original job or a position of like status and pay. The time when a woman leaves before chil bearing is normally a matter between the employee and her physician. Similarly, the time of her return to work is subject to th same guidelines.

511.3 Leave for Serving as Member of State Legislature (Approved 7/16/7

An employee of an institution under the jurisdiction of the state who may be elected to the State Legislature will be given leave of absence during such time that the legislature is in session. The institutional salary of the employee will be reduced by the $10 per day received by the employee as legislative salary.

511.5 Professional Improvement Leaves

Institutions under the governance of the Board may permit certain approved personnel a professional improvement leave of absence with such salary as may be determined and for such periods as may be deemed proper. Each institution shall establish, with Board approval, rules and regulations for professional improvement leav

511.7 Vacation Leave (Approved (10/19/72)

Vacation leave for all faculty and other exempt employees who are employed on a fiscal year basis shall be two days per month with a maximum accumulation of thirty days. Further, any employees at the University of Idaho who have accumulated in excess of thirty days of vacation leave by October 31, 1972, shall be allowed to take such excess leave prior to June 30, 1974.

511.9 Sick Leave (Approved 10/19/72)

Sick leave for all faculty and professional employees who are employed on a nine-month or more basis and all classified employees shall accrue at the rate of one (1) day for each full month of service. Sick leave shall accrue without limitation. Sick leave shall be charged for absences due to illness only on working days All employees transferring from one state agency to another state agency shall be credited with accrued sick leave by the receiving agency. All sick leave shall be forfeited at the time of separation from state service and no reimbursement for accrued sick leave shall be allowed. Reinstatement to service within five yea shall reinstate all sick leave credits accrued at the time of separation. Vacation leave may be used for sick leave but sick leave may not be used for vacation leave.

A "full month" for purposes of sick leave shall be that period of time specified by the Idaho Personnel Commission for classified employees, and for eligible professional employees shall require employee status for at least fifteen days of the month.

If no record of sick leave has been kept for the faculty and professional employees, nine days of sick leave will be credited for each full year of service at Idaho institutions of higher education to a maximum of forty-five days. All employees who have been employed full-time by the University of Idaho since before July 1, 1967, are permitted to elect to have their accrued sick leave as of that date computed by either the method approved in 1967 or 1972, with sick leave since that date accruing at the standard rate. (Adopted 4/6/73)

513. Tenure, Non-Tenure, Dismissal or Termination.

Tenure is a condition of presumed continuous employment, following the expiration of a probationary period. After tenure has been awarded the faculty member's service shall be terminated only for adequate cause, the burden of proof resting with the institution, except in the case of retirement for age, under conditions of financial exigency as declared by the State Board of Education and Board of Regents of the University of Idaho ("Board"), or in situations where extreme shifts of enrollment have eliminated the justification for the existence of a position.

Tenure status is available only to full-time faculty members, as defined by appropriate institutional authority, whose appointments have been approved by the Board.

All faculty appointments are subject to the approval of the Board. No nontenured member of the faculty should expect continued employment beyond the period of his or her current appointment as approved by the Board of Education. Any commitment to employ a nontenured member of the faculty beyond the period of his or her current appointment shall be wholly ineffective without prior approval of the Board of Education.

513.1 Faculty members, after meeting certain requirements stated below (See 513.2), may acquire a status of tenure. Acquisition of tenure is not automatic but requires an explicit judgment and decision and approval. However, when faculty members become eligible for tenure their names must be submitted for consideration by their respective department or division heads or chairmen, deans, or the President. (See 513.43)

513.11 The individual eligible for tenure shall be informed by proferred contract in writing of appointment or nonappointment to tenure not later than June 30th of the year of the appointment.

513.12 In case of nonappointment to tenure in accordance with the following standards of eligibility the faculty member may be given a letter of notice of nonreappointment in accordance with the provisions of paragraph 513.3.

Tenure, Non-Tenure, Dismissal or Termination. (continued)

513.2 Standards of Eligibility for Tenure Status.

513.21 All first appointments are made for a period not to exceed one year. Ordinarily appointments are made for a period of one year each before a tenure decision becomes mandatory. Such decision shall usually be made no earlier than during the fifth full academic year of employment nor later than the seventh such year.

513.22 All satisfactory service in any professorial rank may be used to fulfill the time requirement for acquiring tenure. Each institution shall develop criteria and rules by which prior service may be evaluated for inclusion in experience necessary for the acquirement of tenure.

513.23 A maximum of two years satisfactory service in the rank of instructor at the institution will be allowed in partial fulfillment of the time requirement in the professorial ranks.

Faculty members who hold the rank of senior instructors shall be eligible for tenure status, as herein provided, even though they teach in fields which have established professorial ranks. Instructors in vocational-technical schools and departments are eligible for tenure as herein provided.

513.24 Tenure may be conferred prior to completion of the usual probationary period in certain exceptional cases. Prior to attaining tenure status, the burden of proving worth rests with the individual.

513.3 Notice of and Standards for Nonreappointment or Termination of Appointment of Nontenured Faculty Members.

Notice of nonreappointment or termination will be given in writing in letter form and in accordance with the following standards:

a. Not later than March 1 of the first full academic year of service if the appointment is not to be renewed at the end of the academic year; or, if a one-year appointment terminates during an academic year, and is not to be renewed, at least three months in advance of its termination.

b. Not later than December 15 of the second full academic year of service if the appointment is not to be renewed at the end of that year; or, if the appointment terminates during an academic year, and is not to be renewed, at least six months in advance of its termination.

Tenure, Non-Tenure, Dismissal or Termination. (continued)

c. At least twelve months before the expiration of an appointment after two or more full academic years in the institution.

d. Notice of nonreappointment, as provided in a., b., and c., above, shall not be required where the Board has declared financial exigency, except that notice of nonreappointment shall be given in writing by the institution immediately after the Board has declared the financial exigency.

e. Nonreappointment of term employees at the end of their term of employment is not subject to investigation and review except that the employee may request an investigation and review to establish that written notice was or was not received in accordance with the dates herein specified. In such cases, the investigation and review will be concerned only with manner and date of notification of nonreappointment and will not consider grounds for nonreappointment. (See 513.57)

513.4 Evaluation of Faculty Members.

513.41 Each year the chairman of a department shall submit to the dean of the chairman's college an evaluation of each faculty member in the department. This evaluation, together with the opinion of higher administrators, will be used as one basis for the final recommendation relative to reappointment, nonreappointment, acquisition of tenure, or other personnel action, whichever is appropriate. The chairman shall communicate to each faculty member evaluated an assessment of strengths and weaknesses.

513.42 Evaluation of faculty should be made in terms of the individual's potential effectiveness as a permanent member of the local academic community.

513.43 It is expected that the administrator making the recommendation for tenure will have sought and considered evaluations of each candidate by a committee appointed for the purpose of annual evaluations and/or tenure status. Such committee shall consist of tenured and non-tenured members of the department, if available; equitable student representation; and one or more representatives from outside the department. Committee appointment procedure and representation shall be subject to prior approval by the Board. Each member of the committee shall have an equal vote on all matters. The committee shall give proper credence or weight to collective student evaluations of faculty members, as evidenced by an auditing procedure approved by the Board.

Tenure, Non-Tenure, Dismissal or Termination. (continued)

513.44 At intervals not to exceed five years after acquiring tenure, each tenured faculty member shall be reviewed for functional competency by a committee appointed for that purpose. Reports of such reviews shall be given to the faculty member and the administration.

513.45 The competency review committee shall consist of tenured and non-tenured members of the department, if available; equitable student representation; and one or more representatives from outside the department. Committee appointment procedure and representation shall be approved by the Board. Each member of the committee shall have an equal vote on all matters.

513.46 A report from the review committee in each administrative unit will be forwarded, through channels, along with any recommendations for personnel action, to the President, who will report to the Board the recommendations of the review committees, along with his own recommendation. Further, once each year at an appropriate time, the President shall cause a student and faculty evaluation of the review process to be reported to the Board.

513.47 The Board will retain full authority to accept or reject recommendations made pursuant to 513.4 and its subsections. The Board constitutes the final authority concerning reappointment, non-reappointment, or the acquisition of tenure of all faculty members.

513.5 Dismissal and/or Termination.

513.51 Under the provisions of Idaho Code, 33-2806, 33-3006, 33-3106 or 33-4005 and the applicable provisions of the constitution of the state, the Board may dismiss, for cause, any president, officer, faculty member, or other employee of any institution under its constitutional and statutory authority.

513.52 Termination by an institution of the employment of a faculty member who has been granted tenure and of all other faculty members before the expiration of the stated period of their appointment, except by resignation, retirement for age in accordance with these rules, or financial exigency as determined by the Board will be only for good cause shown. A position eliminated because of financial exigency may not be refilled within three years unless the released faculty member has been offered reinstatement and given 30 days from the date of the contract offer in which to respond to this offer.

Tenure, Non-Tenure, Dismissal or Termination. (continued)

513.53 Cause for dismissal or termination of a faculty member shall be any conduct seriously prejudicial to the institution its students or faculty; for example (but not by way of limitation) immorality, criminality, dishonesty, unprofessional conduct, actions in violation of policies, directives or orders of the Board, incompetence in the performance of his or her assigned or contractual duties, and failure to perform his or her assigned or contractual duties.

513.54 Violation of Idaho Code, 33-3715 and 33-3716, or violation of any law which results in a felony conviction of a member of the academic community may be cause for suspension with pay and/or dismissal from the institution. Dismissal shall be preceded by the procedures required in 513.5. It is not necessary that such violations be committed on the campus of one of the institutions of the State of Idaho unless the same is a material element of such violation.

513.55 If for reasons other than illness, institutional business, or approval by the President, a member of the faculty or staff fails to meet his teaching commitments or other assigned duties, the President may take appropriate action to suspend with pay the member from his assigned duties and/or recommend the faculty member's dismissal.

513.56 In each case the issue of whether or not good cause for termination and/or dismissal exists will be determined by an equitable procedure, affording protection to the rights of the individual employee and to the interests of the State of Idaho and its system of higher education.

513.561 An institutional head may for good cause suspend, with pay, a faculty member pending immediate investigation or speedy hearing as hereinafter provided.

513.562 The President of the institution shall notify the Board, in writing, of his recommendation for dismissal of a faculty member, concisely stating the reasons therefor. In arriving at his recommendation, the President of the institution may utilize whatever professional advice he may require to ascertain the true facts in the case. At the same time he makes his recommendation to the Board the President shall notify the faculty member of his recommendation and shall proceed in the following manner:

Tenure, Non-Tenure, Dismissal or Termination. (continued)

513.5621 The notice from the President of the institution shall be in writing, and may be personally served upon said faculty member, or be sent by certified mail, return receipt requested, directed to the designated address of said faculty member. Said notice shall contain a concise statement of the charges against the faculty member, and a statement of the right of the faculty member, in cases where offenses are charged other than those mentioned in 513.562, and in all cases where the facts are in dispute, to appeal the President's recommendation directly to the Board. The faculty member shall notify the Board, in writing to the Office of the State Board of Education, that he so appeals within 30 days from the date of receipt of the notice given by the Board.

The Board may constitute itself as the hearing tribunal, may appoint a hearing committee of not fewer than three of its members, or may appoint a single hearing officer, not a member of the Board, who shall be an attorney duly licensed to practice law in this state, having at least ten years experience in the practice of law, which legal experience may include service on the judiciary of the state or as a law professor in an institution of higher education in the state.

513.5622 If the faculty member timely exercises his right to appeal, the Board shall give reasonable notice of the time, place and nature of the hearing, and the person or persons before whom the same shall be heard. In every such hearing the faculty member will have the right to appear in person and by counsel of his own selection and to confront and cross-examine witnesses who may appear against him. Failure of the faculty member to appear at the time and place specified in the notice of hearing shall constitute a waiver of further proceedings and the faculty member may be forthwith terminated by the Board.

513.5623 The accused faculty member shall have the right to testify in his own behalf, but shall not be required to do so, and may introduce in his behalf all evidence, oral or ducumentary, which may be relevent or material to his defense, and the issue of whether good cause for dismissal exists.

513.5624 With respect to the admissibility of evidence, the hearing tribunal, committee or officer, as the case may be, shall be governed and controlled by the provisions of 67-5210, Idaho Code, or as the same may be hereinafter amended.

513.5625 A stenographic or electronic record of the proceedings will be taken and filed with the Board, and such record shall be made accessible to the faculty member.

513.5626 The institution by which the faculty member is employed shall have the right to be represented by counsel of its selection at the hearing who shall be entitled to present witnesses and evidence against the faculty member and in support of the charge brought against such faculty member, and such counsel shall have the right to cross-examine the faculty member (if he testifies in his own behalf) and the faculty member, if any.

513.5627 The hearing tribunal, by a majority of its membership; the hearing committee by a majority of its membership; or the hearing officer, shall make written findings on the material facts presented and a recommendation for the continuance or termination of the faculty member's tenure or continuation of termination of the faculty member's term of employment, or may make any supplementary suggestions it deems proper concerning the disposal of the case. The original of such findings and the recommendations, together with any supplementary suggestions, shall be delivered to the Board and a copy thereof to the faculty member. If minority findings, recommendations or suggestions are made, they shall be similarly treated.

513.563 Upon receipt of the findings and recommendations the Board, by a majority of the total membership, shall approve, reject, or amend such findings, recommendation and suggestion, if any, or may remand the report to the same tribunal for hearing additional evidence in reconsidering its findings, recommendation and suggestion, if any. Reasons for approval, rejection, or amendment of such findings, recommendation or suggestion will be stated in writing and communicated to the faculty member.

Tenure, Non-Tenure, Dismissal or Termination. (continued)

513.564 If, under extraordinary circumstances, the Board shall have probable cause to bring charges against a tenured faculty member under Section 513.53 or 513.54, it may, by majority vote, direct the President of the institution or such other administrator as may be appropriate, to follow proceedings for removal of said faculty member as outlined in Section 513.5621. However, should the proceedings be initiated by directive of the Board, the Board shall appoint a single hearing officer according to the criteria established in Section 513.5621.

513.57 Nontenured faculty members who are notified that they will not be reappointed or that the subsequent academic year will be the terminal year of appointment, in accordance with the provisions of 513.3, shall not be entitled to a statement of the reasons upon which the decision for such action is based. No hearing to review such a decision shall be held unless the affected faculty member submits in writing to the Board factual allegations that the decision to terminate was based upon the faculty member's exercise of rights guaranteed by the laws of the constitution of this state or the United States and requests a hearing to review these allegations. Such allegations shall be heard under the same procedures as in the case of dismissal for cause, with the following exceptions:

(1) The burden of proof is upon the affected faculty member to establish at such hearing that the decision in question was based on his exercise of rights guaranteed by the laws or constitution of this state or the United States;

(2) The Board need not state the reasons for the questioned decision or offer evidence in support thereof unless the affected faculty member presents a prima facie case in support of his allegations.

513.58 The awarding of tenure to an eligible faculty member shall be made only by a positive action of approval by the Board upon the recommendation of the President of the institution. The President shall give notice in writing to the faculty member of the Board's approval or denial of tenure status no later than one week following the meeting of the Board at which the action was taken. Notwithstanding any provisions in these policies to the contrary, no person shall be deemed to have been awarded tenure because notice is not given or received by the times prescribed in any sections of these policies. No faculty member may rely on lack of notice of denial of tenure as the awarding of tenure. If the President has not given notice to the faculty member as provided for in these policies, it is the duty of the faculty member to make inquiry to determine the decision of the Board and the President.

Tenure, Non-Tenure, Dismissal or Termination. (continued)

513.59 Dismissal or demotion of administrators, or nonteaching personnel before the expiration of the stated period of appointment or employment will be only for good cause shown, as determined by appropriate administrative officers to whom this responsibility is delegated by the chief administrative officer of the institution and in case of such dismissal or demotion any appeal shall be reviewed by the chief administrative officer of that institution.

513.6 Interpretations Relating to Tenure.

The prior service in the institution of an untenured faculty member holding academic rank who has left the institution and is subsequently reappointed after a lapse of not more than three years may be counted toward eligibility for acquisition of tenure status, except that one year must be served after reappointment before tenure may be recommended. Eligibility for acquisition of tenure status must be clarified in writing before reappointment.

A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three years shall have tenure status clarified in writing by the President or his designee before appointment. The faculty member may be reappointed with tenure, or may be required to serve an additional year before being reviewed for restoration to tenure status.

Before an untenured faculty member holding academic rank is moved from one position in the institution to another, the member shall be informed in writing by the academic vice president, after consultation with the receiving department, as to the extent to which prior service will count toward eligibility for tenure status.

No faculty member's tenure in a discipline shall be adversely affected by the reorganization of the administrative structure. A faculty member's tenure is not affected by reassignment in academic responsibilities.

When a tenured faculty member is serving as department chairman, college dean, or in some other administrative or service capacity, retention of membership, academic rank, and tenure in the subject-matter department or similar unit is maintained. Should the administrative or service responsibilities terminate, the member takes up regular duties in the discipline within which membership, academic rank, and tenure were retained.

0. Employee Benefits

520.1 Insurance

Each institution shall provide life insurance coverage on all full-time employees for an amount equal to their individual annual salary; hospitalization, medical, and surgical insurance coverage; payments in the amount of surgical insurance coverage; payments in the amount of forty percent of current monthly salary for a maximum of twenty-six weeks as a result of disability stemming from an accident or disease for which benefits are not payable under the Workman's Compensation Law; and a percentage of the currently monthly salary each month to provide for membership in the Idaho Public Employee Retirement System.

520.2 Faculty Housing

Faculty members may be housed in university or college residence halls when such housing is approved by the faculty member's administrative superiors.

520.3 Tax Sheltered Annuities

Each institution may provide for payroll adjustments to accommodate tax sheltered annuity plans. Any plan enrolling a prescribed minimum number of participants may be accepted.

520.4 Retirement

Each institution shall prepare rules and procedures for the retirement of professional personnel and shall submit such rules and procedures for Board approval.

522. Academic Freedom and Responsibility

522.1 The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other duties; but research and consulting for pecuniary return should be based upon and consistent with the established written policies of the institutions.

522.2 The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

522.3 The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institution censorship or discipline, but he should make every effort to indicate that he is not an institutional spokesman.

525. Consulting and Other Employment

525.1 Private professional consulting by members of each institution's professional staff is encouraged for the following purposes:

525.11 Academic

a. The proposed activity must be compatible with the staff member's professional capacity.

b. The proposed activity will not impair the performance of the staff member's assigned duties.

525.12 Financial

a. The consulting service should not constitute unfair competition with a similar service already available. (In general, consulting fees should be commensurate with the professional standing of the consultant, but should be established through negotiations between the consultant and his client.)

b. Space, equipment, and other facilities of the institution may be used in consulting subject to conditions of an agreement between the consultant and the institution with respect to direct costs incurred, liability for personal injury, damages and/or repair to equipment; however, it is understood that normally regular departmental activities take precedence over such consulting use.

c. In all private consulting engagements the client must be informed that the professional staff member is acting as a private consultant, that the institution is in no way responsible for the performance thereof.

d. Professional consulting services which are performed as a part of the staff member's regularly assigned duties are not subject to special consulting charges by the individual consultant. However, under special circumstances (each instance subject to the Board's approval) consulting services for the institution which are clearly beyond the duties assigned the individual by the institution may be compensated by special consulting fees.

525.2 An institutional staff member may teach for the Division of Continuing Education in addition to his regular duties if his department head or immediate supervisor has given approval, and if the Board has issued a letter of appointment for the teaching assignment.

525.3 Each institution shall devise rules and regulations not in conflict with this policy which will provide for the proper use of consulting services which may be unique to the institutions.

528. Patents and Copyrights

528.1 Patents

528.11 All inventions or other subject matter capable of protection by patents made by any present employee of the institution who accepts this patent policy and so indicates to the Board in writing, and pertaining to the subject matter of any development initiated and financed by the institution or those acting in its behalf, shall be the property of the institution. Persons engaged subsequent to the date of approval of this policy are required to adhere to its provisions.

528.12 All inventions, or other subject matter capable of protection under the patent laws, made by an employee of the institution in the course of a special development and directly relating to the subject of the development under contract with a private concern, shall be the property of the private concern, unless otherwise specified in said contract.

528.13 All inventions, or other subject matter capable of protection under the patent laws, made by any employee of the institution outside the scope of the two above paragraphs, so far as the institution is concerned, shall be the property of the inventor.

528.14 A student who holds a staff appointment by the Board is considered an employee of the institution and the three above paragraphs apply. In cases where the development is made by a student who is not holding a staff appointment (but who may be employed on irregular help or be the recipient of a scholarship or other aid) and who is utilizing for research only a reasonable amount of space and facilities, it shall be considered that the institution is not contributing to the research inasmuch as it is considered that such space or facilities are provided for by the payment of student fees or their equivalent; except, that a student employed on irregular help to work on a special development for the institution, foundation, or under contract with a private concern, shall be bound by the first two paragraphs above. The rights of a student under this paragraph include the right to assign or otherwise dispose of these rights.

528.2 Copyrights

528.21 It is the policy of the Board that safeguards afforded to the faculty and student personnel concerning patents shall apply to copyrights of materials produced under the conditions cited in 528.1. Federal and state laws now or hereafter enacted concerning copyright protection of employees of federal, state, or local government shall be adopted automatically by the Board as policy.

528.22 The Board must approve assignment of patent or copyright prior to such assignment.

530. Political Activities

Board-appointed employees retain unimpaired all their individual and personal political rights of citizenship. However, such employees may not exercise those political rights in the name of any educational institution, or through the use of institutional facilities, or through the use of official institutional forms or stationery of any kind, or in any way that might involve an institution in partisan political activity or controversy. This prohibition is in keeping with constitutional and statutory provisions governing the nature and purpose of Idaho's higher education institutions.

Requests from Board-appointed employees for leaves of absence to be used for campaigning for public office are considered by the Board on an individual basis. See also 522. and 1016.

No Board of Trustees, Superintendent, or Higher Education Administrator shall prevent, threaten, harass, or discriminate against any employee of the public schools or schools of higher education should that person choose to run for any public office.

Faculty and staff of the institutions of higher education in the State of Idaho will be permitted to campaign freely in a manner that will not violate existing Board policy. Faculty and staff elected to the State Legislature will be given a leave of absence, without pay, for the day prior to the opening of the regular or special sessions of the Legislature, to the day after the close of the session.

Further, the leave and pay status of staff and faculty elected to part-time city or county offices will be determined on an individual basis, by the State Board of Education.

533. Loyalty Oaths

No loyalty oath shall be required of any Board appointee.

536. Faculty Organization

Constitutions or similar basic documents under whicb the faculties of the individual institutions discharge their responsibilities must have Board approval.

539. Employment of Relatives (Approved 2/3/72)

No individual may function as judge or advocate in specific situations involving members of his or her immediate family (such as the employee's spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, and daughter-in-law). Faculty/staff members should neither initiate nor participate in institutional decisions involving a direct benefit (such as initial appointment, retention, promotion, salary, and leave of absence) to members of their families.

APPENDIX III

ADMINISTRATIVE HANDBOOK OF POLICIES AND PROCEDURES

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BOISE STATE UNIVERSITY

Boise, Idaho

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BSU 35-1B	2/27/73	Room Utilization - Day Program Class Schedule
BSU 35-2	10/21/69	Class Schedule Change Procedure
BSU 35-3	8/ 1/71	Catalog Development and Distribution Schedule
BSU 35-4	7/ 1/72	New Program Procedure
BSU 35-5	7/ 1/72	Special Topics Course Proposal
BSU 35-6	7/ 1/72	Curriculum Change Procedure
BSU 35-7	9/22/75	Force of Publications
FACULTY		
BSU 40-0	6/15/74	Annual Faculty Performance Review
BSU 40-1	7/ 1/71	Faculty Increment Determination Procedures
BSU 40-2	5/ 1/71	Nonreturnees - Faculty and Staff
BSU 40-3	2/10/69	Leave of Absence Policy
BSU 40-4	9/ 1/75	Philosophy and Guidelines for Faculty Promotion
BSU 40-5	8/ 9/74	Rank for Administrative Personnel and Associate Responsibilities
BSU 40-6	3/ 1/71	Sabbatical Leave
BSU 40-7	5/ 7/70	Grievance Policy
BSU 40-8	5/ 6/71	Faculty Status - Professional Librarian
BSU 40-9	5/ 6/71	Faculty Professional Courtesy
BSU 40-10	11/ 3/71	Student Waiting Time
BSU 40-11	9/ 1/75	Emeritus Faculty - Privileges
BSU 40-12	8/ 1/73	Responsibilities and Privileges - Part-Time Academic Personnel
BSU 40-12A	9/ 1/75	Fringe Benefits for Adjunctive Faculty
BSU 40-13	3/ 3/75	Filling Faculty/Staff Position Vacancies
BSU 40-14	7/26/74	Policy/Procedure - Tenure
BSU 40-14A	7/26/74	Periodic Review of Tenured Faculty
BSU 40-15	7/26/74	Tenure Committee -- Duties and Composition
BSU 40-15A	6/15/74	Policy on Prior Service for Awarding Tenure
BSU 40-15B	6/15/74	Auditing Procedure to Insure Continuing Compliance and Reporting

FACULTY (cont.)	Date	Title
BSU 40-16	7/26/74	Duties and Composition of the Competency Review Committee
BSU 40-16A	7/26/74	Student Evaluation of Faculty
BSU 40-17	10/ 9/74	Student Assistantships
BSU 40-18	9/ 1/75	Search for and Selection of Department Heads
BSU 40-19	9/23/75	Research and Allied Professional Activities
TRAVEL		
BSU 45-0		
BSU 45-1	7/ 1/72	Control of Travel Budget and Approval Procedures
BSU 45-1A	4/ 1/73	Travel Regulations and Expense Voucher Procedures
BSU 45-2	7/ 1/72	Travel Request Procedures
BSU 45-3	9/ 4/74	Schedule and Utilization of University Vehicles
BSU 45-4	4/ 1/73	General Policy on Travel Requests
BSU 45-5	5/26/69	Absence from Campus Final Week of Academic Year/Semester
BSU 45-6	7/ 1/72	Class/Student Field Trips
SERVICES		
BSU 50-0		
BSU 50-1	7/ 1/72	General Library Policies and Procedures
BSU 50-2	9/23/74	General Policies - Placement Services
BSU 50-3	7/ 1/72	Services - Office of Special Projects
BSU 50-4	7/ 1/71	Services - Office of Financial Aids
BSU 50-5	9/ 1/75	Campus Store Policies and Procedures
BSU 50-6	8/ 2/71	Mailroom Services
BSU 50-7	10/ 9/74	Printing and Graphic Services - General Policy and Procedures
BSU 50-8	9/ 1/75	Storage and Distribution of Universitywide Forms
BSU 50-9	10/ 9/74	Information Services and News Release Procedures
BSU 50-10	7/28/71	Faculty and Staff Relationship to New Buildings
BSU 50-11	8/ 6/71	Data Processing Services Procedures
BSU 50-12	11/ 9/71	Policy - Student Union Building
BSU 50-13	7/ 1/72	Purchasing Policy and Procedures
BSU 50-13A	4/ 1/73	Equipment and Furniture Purchasing Procedures - New Buildings
BSU 50-13B	6/ 1/74	Capital Improvement Project Authorization
BSU 50-14	7/ 1/72	Services - Office of the Registrar
BSU 50-15	7/ 1/73	Services - Personnel Office
BSU 50-16	1/ 8/75	Indirect Cost Distribution Policy
BSU 50-17	9/ 1/75	Student Housing Policy
EMPLOYMENT		
BSU 55-0	3/ 7/73	Payroll and Personnel Change Form - Procedures for Use
BSU 55-1	12/ 1/68	Employment of Faculty
BSU 55-2	9/16/68	Employment of Part-Time Faculty

FACULTY (cont.)	Date	Title
BSU 55-2A	9/23/74	Student Employment
BSU 55-3	5/14/69	Faculty Employment - Summer Sessions
BSU 55-4	7/ 1/73	Procedure for Employment of Classified Personnel
BSU 55-5	4/ 1/71	Intra-Department Charge Procedure
BSU 55-6	5/25/71	Receipt and Deposits of Revenues
BSU 55-7	7/ 1/72	Change Funds and Petty Cash Funds Policy
BSU 55-8	7/ 1/73	Local Fund Expenditures
BSU 55-9	7/16/73	Overtime Compensation Policy - Classified Employees
BSU 55-10	8/13/71	Agency Appointments
BSU 55-11	9/ 1/71	Contracts and Lease Agreements
BSU 55-12	8/ 1/72	Interview Expenses and/or Moving Allowances
BSU 55-13	3/30/72	Release of Confidential Information
BSU 55-14		
BSU 55-15	1/ 2/75	Position Reclassification and Meritorious Increase Recommendations - Classified Employees
BSU 55-16	7/26/72	Policy on Partisan Political Activities of Employees

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BSU 60-0		
BSU 60-1	9/ 6/72	Annual Leave - Nonclassified Fiscal Personnel
BSU 60-1A	7/ 1/73	Annual Leave Request Procedure
BSU 60-2	7/ 1/73	Leave Regulations for Classified Employees
BSU 60-3	8/ 5/71	State Unemployed Compensation Insurance
BSU 60-4		
BSU 60-5		
BSU 60-6	6/ 1/74	Sick Leave
BSU 60-6A	6/ 1/74	Sick Leave - Reporting Procedure
BSU 60-7	11/ 1/71	Working Hours - Classified Personnel
BSU 60-8	7/ 1/73	Release Time - Classified Personnel

BSU 65-0		
BSU 65-1	7/ 1/72	Disability Benefits
BSU 65-2	8/ 5/71	Group Medical-Surgical, Hospital, and Major Medical Insurance
BSU 65-3	7/ 1/72	Group Life Insurance
BSU 65-4	11/ 9/71	State Workmen's Compensation Insurance
BSU 65-5	8/ 5/71	Social Security
BSU 65-6	7/ 1/73	Retirement
BSU 65-7	9/23/75	Educational Privilege
BSU 65-8	1/21/71	Tuberculin Tests

15 June 1974

Boise State University Policy 40-0

SUBJECT: Annual Faculty Performance Review

The faculty of Boise State University, in accordance with State Board of Education policy, will be reviewed annually in order to evaluate their performance. Such evaluation will be performed at the department level, with a summary of such evaluation presented to the dean of the school, the Executive Vice-President, and the President of the university.

1. Each department chairman shall provide for the evaluation of the performance of all members of the department. Collective student evaluation of faculty shall be included.

2. The department chairman shall discuss the annual evaluation with each faculty member and shall maintain a file of the annual evaluations.

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8 May 1975

Boise State University Policy 40-4(rescinds BSU 40-4 dated 15 June 1974 and BSU Policy 40-4A dated 15 October 1974)

SUBJECT: Philosophy and Guidelines for Faculty Promotion

I. PHILOSOPHY FOR PROMOTION TO RANK OF PROFESSOR AND ASSOCIATE

We recognize four main areas of faculty involvement pertinent to attainment of the rank of professor and associate professor at Boise State University:

1. Teaching
2. Professional Activity
3. Professional Preparation
4. Service

Candidates for the rank of professor and associate professor shall be advanced for promotion only when their records clearly demonstrate outstanding performance and commitment to teaching and professional activity; these two criteria represent the most significant element of the faculty's mission at Boise State University. Service is a lesser criterion which, although expected of every candidate, cannot be considered in place of or substituting for teaching and/or professional excellence.

A. TEACHING, as demonstrated by teaching effectiveness and active professional attitude toward teaching, is the single most important role at Boise State University. Effective and outstanding teaching should be recognized as the most important criterion for promotion to rank of professor and associate professor.

B. PROFESSIONAL ACTIVITY: Traditionally, teaching has been and remains today, the single most important role at Boise State. Attainment of University status, however, precludes that teaching be our only role. Each candidate for the rank of professor and associate professor must possess, in addition to an outstanding teaching record, a demonstrably high level of commitment to his profession.

C. PROFESSIONAL PREPARATION: Possession of an appropriate degree and time in grade are recognized as minimum requirements only.

D. SERVICE: It is expected that each candidate for the rank of professor and associate professor shall have demonstrated a selfless commitment of service to Boise State University and to the community. This type of commitment normally is demonstrated by participation and leadership in departmental, school or university committees, faculty senate, and affairs of the local, state and/or national community, etc.

E. It should be remembered that the rank of full professor represents the highest academic achievement which can be attained. This rank should be reserved for those individuals who are truly and demonstrably outstanding among their peers.

Whereas attainment of the rank of professor depends on demonstrated excellence, the rank of associate professor shall be granted to faculty members demonstrating excellence in some of these areas and promise of excellence in the remaining areas in future years.

II. GUIDELINES FOR RANK DETERMINATION

A. Professor

1. TEACHING

   a. Teaching Effectiveness
      (1) Student evaluations
      (2) Chairman's evaluations
      (3) Peer evaluations

   b. Active professional attitude towards teaching

      (1) Flexibility in accepting teaching assignments
      (2) Demonstration of a commitment to teaching
      (3) Other services to teaching and students above and beyond classroom instruction

2. PROFESSIONAL PREPARATION

   a. Degree: An earned doctorate or equivalent terminal degree where a doctorate degree is not normally obtainable.

   b. If the above is not possessed, nationally recognized excellence in his or her field may be substituted.

   c. Eight years of full-time college teaching experience. Three of the eight years shall be acquired at Boise State University. Professional experience in one's discipline totalling or exceeding one year may be substituted for one year of the above eight.

3. PROFESSIONAL ACTIVITY - The items below are merely examples. Facelty members need not participate in each and every activity listed.

   a. Publications: Books, articles, abstracts, annotated bibliographies, book reviews, and technical reports.

   b. Research.

   c. Professional Consulting.

   d. Artistic Activities: Creative efforts by artists, musicians, and thespians.

   e. Participation in professional organizations.

4. SERVICE

   a. To the university

   b. To the community

B. Associate Professor

1. TEACHING

   a. Teaching Effectiveness

      (1) Student evaluations
      (2) Chairman's evaluations
      (3) Peer evaluations

   b. Active professional attitude towards teaching

      (1) Flexiblility in accepting teaching assignments
      (2) Demonstration of a commitment to teaching
      (3) Other services to teaching and students above and beyond classroom instruction.

2. PROFESSIONAL PREPARATION

   a. Degree: An earned doctorate or, equivalent terminal degree where a doctorate degree is not normally obtainable.

   b. If the above is not possessed, nationally recognized excellence in his or her field may be substituted.

   c. Five years of full-time college teaching experience, two of the five must be at Boise State. Professional experience in one's discipline totalling or exceeding one year may be substituted for one year of the above five.

3. PROFESSIONAL ACTIVITY - The items below are merely examples. Faculty members need not participate in each and every activity.

a. Publications: Books, articles, abstracts, annotated bibliographies, book reviews, and technical reports.

b. Research.

c. Professional consulting.

d. Artistic Activities: Creative efforts by artists, musicians, and thespians.

e. Participation in professional organizations.

4. SERVICE

a. To the university.

b. To the community.

C. Assistant Professor:

An earned doctorate, or a Master's degree plus three years of full-time college teaching experience. (Faculty with the earned doctorate will begin at the rank level no less than that of assistant professor).

III. PROCEDURAL GUIDELINES

A. A faculty member who becomes eligible for promotion shall, together with his/her department chairman, compile all pertinent data necessary for a promotion evaluation.

B. All evaluative information, together with the department chairman's recommendation, shall be forwarded to the Promotion Committee.

C. Composition of Promotion Committee: Each school or recognized division shall have a Promotion Committee. The committee shall be appointed by the dean or other appropriate administrator no later than 1 October from a list of faculty candidates selected by the departments in the school or division and from a list of students selected by the Student Senate. Each committee shall be composed of seven members. Membership shall include four tenured faculty including at least three with doctorates or equivalent, two nontenured faculty, and one student. There shall be, if available, at least one faculty member from the individual's department. Divergence from this composition must be approved by the Faculty Senate.

D. Duties of committee: The Promotion Committee is empowered to make recommendations on promotion in rank of faculty. Such recommendations are forwarded to the appropriate individual(s) as specified in BSU policies.

E. After an analysis of the candidate's documents and letters of recommendation, the committee shall forward these materials and its own recommendation to the dean by December 15.

F. The dean shall forward the previous recommendation and his recommendation to the Executive Vice-President by January 27. The Executive Vice-

President shall then forward the recommendations to the President, who will forward the recommendations to the State Board of Education at the appropriate meeting.

G. The President's Office shall notify faculty members in writing of their approval or denial of promotion by the State Board. Should a faculty member be denied recommendation for promotion by the department chairman, the Promotion Committee, the dean, or the President, he/she must be notified in writing within three days and granted an audience, if requested, within ten days by the denying authority for the purposes of appeal and/or clarification.

* * *

26 July 1974

Boise State Universtiy Policy 40-14

SUBJECT: Policy/Procedure - Tenure

Tenure is a condition that insures an intellectual atmosphere which is free and open, thus encouraging excellent professors to seek employment at an institution, encouraging superior faculty to remain, and strengthening the excellence of the institution. Granting tenure implies a commitment by the institution to defend the academic members' intellectual endeavors. Likewise, the faculty member who is awarded tenure makes an equally strong commitment to serve the students, the discipline, and the institution in a manner befitting an academician.

1. A faculty member ordinarily becomes eligible for the awarding of tenure after five years of service. A faculty member must be considered for tenure after no more than seven years of service at Boise State University. A faculty member who feels eligible for tenure may apply for it. A department chairman should assume the responsibility of informing faculty of their eligibility.

2. A faculty member together with his/her department chairman shall compile all pertinent data necessary for a tenure evaluation.

3. All evaluative information together with the department chairman's recommendation shall be forwarded to the Tenure Committee. (Note BSU Policy 40-15).

4. After an analysis of the candidate's documents and letters of recommendation, the committee shall forward these materials and its own recommendation to the dean by December 18.

5. The dean shall forward the previous recommendations and his recommendation to the Executive Vice-President by January 27. The Executive Vice-President shall then forward the recommendations to the President, who will for-

ward the recommendations to the State Board of Education at the appropriate meeting.

6. The President's Office shall notify faculty members in writing of their approval for tenure.

7. Should a faculty member be denied recommendation for tenure by the department chairman, the Tenure Committee, the dean, or the President, he/she shall be notified in writing and granted an audience by the denying body.

8. A public announcement of recipients of promotion and tenure will be made.

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26 July 1974

Boise State University Policy 40-14A

SUBJECT: Periodic Review of Tenured Faculty

1. Each tenured faculty member shall be subject to competency review and evaluation at intervals of five years, except when extraordinary circumstances warrant more frequent review. The Competency Review Committee shall call for for the accumulated annual reviews and other pertinent information concerning the designated faculty member. The committee shall examine these materials and determine whether or not an additional, formal evaluation is necessary.

2. If the Competency Review Committee is satisfied with the performance of the faculty member, it shall so notify the Office of the President of the university.

3. If the Competency Review Committee determines that a formal evaluation is desired, it shall instruct the Tenure Committee to conduct such an evaluation, in the manner by which it conducts tenure award evaluation. The Tenure Committee shall notify the faculty member and the appropriate department chairman and dean that such an evaluation is being undertaken.

4. The Tenure Committee shall report its evaluation to the Competency Review Committee, along with one of the following recommendations:
   a. That the faculty member be retained as a tenured faculty.
   b. That the faculty member be placed on probationary status, such probation being for a specific time period and for specific reasons.
   c. That the administration initiate dismissal proceedings to remove the tenure of the faculty member.

5. After receiving the recommendation, the Competency Review Committee shall notify the involved faculty member as to the recommendation and then shall grant a hearing if requested. Following said hearing, the Competency Review Committee shall present all evaluations and recommendations to the Office of the President of the university. The President shall cause students and faculty to report to the Board each year on the functioning of the review process.

* * *

26 July 1974

Boise State University Policy 40-15

SUBJECT: Tenure Committee -- Duties and Composition

1. Duties: The Tenure Committee is empowered to make recommendations on the awarding of tenure and formal evaluation of tenured faculty. Such recommendations are forwarded to the appropriate body(s) as specified in Boise State University policies.

2. Composition: Each school or recognized division shall have a Tenure Committee. The committee shall be appointed by the dean or other appropriate asministrator no later than 20 November from a list of faculty candidates selected by the departments in the school/division and of students selected by the Student Senate.

   Each committee shall be composed of seven voting members: four tenured faculty, one nontenured faculty, and two students. Divergence from this composition must be approved by the Faculty Senate and the State Board of Education.

* * *

15 June 1974

Boise State University Policy 40-15A

SUBJECT: Policy on Prior Service Credit for Awarding Tenure

Normally, a faculty member must have five years of service before being considered for tenure. However, in compliance with State Board of Education Policy 513.22, the following criteria and rules are established by which prior service may be evaluated for purposes of acquirement of tenure:

a. Prior service at an accredited institution of higher education as a faculty member with full-time instructional duties and responsibilities may be accepted for full value (i.e., one year of prior service at another institution may be accepted as one year of service at Boise State University).

b. A faculty member, whose prior service is considered to be of a nature sufficient to waive the normal five-year guideline, may be considered for tenure no earlier than during his second full year of full-time teaching at Boise State University.

c. No prior service credit will be given for any teaching except at institutions of higher education, nor will prior service credit be given for nonteaching experience.

d. No prior service credit will be given for teaching assistantships or postdoctoral appointments.

* * *

15 June 1974

Boise State Universtiy 40-15B

SUBJECT: Auditing Procedure to Insuring Continuing Compliance and Reporting

Each member of each tenure committee shall submit a written report to the Office of the President including a specific assessment of the extent collective student evaluations were considered by the committee and if the tenure process is functioning according to current policies.

The President's Office will receive from each dean a report of the annual evaluation of each faculty member as provided in Boise State University Policy 40-0.

The President's Office shall utilize these reports in preparing a report to the State Board of Education.

Each year, the chairman of the Competency Review Committee shall submit a list of the faculty members reviewed that year, with a summary of results and recommendations in each case. Copies of this report shall be sent to the President's Office to be forwarded to the State Board of Education along with his recommendations.

In addition, each member of the Competency Review Committee will submit a report evaluating the report process. The President shall utilize these in reporting to the State Board.

Copies of these reports will be sent to the Secretary of the Faculty and to the President of the Student Body.

In all cases, the reports will be requested to allow sufficient time for preparation of the President's report to the appropriate meeting of the State Board of

Education.

* * *

26 July 1974

Boise State University Policy 40-16

SUBJECT: Duties and Composition of the Competency Review Committee

1. Duties: The institutional Competency Review Committee is empowered to review the functional competency of tenured faculty, to request a formal evaluation of tenured faculty by school or division tenure committees, and to hold hearings on the recommendations of a Tenure Committee concerning competency of a faculty member.

2. Composition: The Competency Review Committee shall consist of tenured faculty, nontenured faculty, and student representatives. The committee shall be appointed by the Chairman of the Faculty Senate and the Executive Vice-President no later than October 1 from a list of faculty candidates presented by the departments of the University and the student candidates presented by the Student Senate. The committee shall consist of five faculty and two students. Of the faculty, four shall be tenured and one nontenured. Divergency from the composition must be approved by the Faculty Senate.

* * *

26 July 1974

Boise State University Policy 40-16A

SUBJECT: Student Evaluation of Faculty

A. Plans for Student Evaluation of Faculty

Faculty will be evaluated by students enrolled in their respective classes. The rating instruments are designed to provide opportunity for each student to rate the faculty member's teaching ability and effectiveness. Students will be able to participate anonymously; their ratings will be tabulated and added to the faculty member's records on file with the department chairman and dean.

These ratings, opinions, and comments will be considered in personnel recommendations and will assist individual instructors in improving their teaching performance.

In the event of any questionable circumstances involving student evaluation of faculty, the evaluation process shall be repeated under supervision of the Executive Vice-President.

B. Time Schedules for Evaluations

Academic departments will conduct student evaluation procedures of faculty members at least once during the academic year (most departments plan to conduct evaluations each semester). These evaluations will occur near the end of the first semester.

C. Protection of Necessary Confidentiality (of students)

The rating forms will be collected by a reliable person(s) other than the faculty member being rated. Following the evaluation process, the forms will be delivered to the department chairman or dean for tabulation. The department chairman or dean will assume responsibility for tabulation and confidentiality of the forms. The summaries and/or forms will be added to faculty personnel records. Students will not be required to sign the forms. The faculty member, in most situations, will never handle the individual forms; in those cases where the faculty member examines the completed forms, it will be after the course has been completed.

BOISE STATE UNIVERSITY
Boise, Idaho

BSU 40-19
Page 1 of 2 Pages

23 September 1975

Boise State University Policy 40-19

SUBJECT: Research and Allied Professional Activities

A. Pursuit of Allied Professional Activities

It is the intent of the University to provide an atmosphere of encouragement for those faculty members who desire to pursue creative scholarly activities and to insure that these activities are conducted and administrated within the restrictions imposed by federal law, Idaho law, and the policies of Boise State University and the State Board of Higher Education.

B. Compensation and Released Time

The University recognizes the importance of faculty engagement in research and creative scholarly pursuits. To encourage such engagement, the University may allow time in the amount of one day per week of the regular academic period for devotion to research, writing, public service, and creative pursuits. The one day per week may be made available to those who can show need and justification.

All faculty members are free to engage in scholarly pursuits for compensation if and when these activities can be conducted without prejudice to one's primary University duties. When research or other outside services are such as to interfere with recognized University duties or exceed the one day per week provision, they may be undertaken only on the basis of released time, without University salary, for the period required to complete the activity.

Released time must be arranged between the faculty member and his department chairperson and the appropriate dean, and can be granted only after adequate coverage is guaranteed for the duties from which the faculty member is to be released.

C. Guidelines Applicable to Compensation for Federally-Funded Research Projects

A faculty member engaged in federally-funded projects is subject to federal rules and regulations (FMC 73-8). Any faculty member engaged entirely in nonfederally-funded research is subject to the rules, regulations, and guidelines of the grantor.

For research projects administered by Boise State University that provide for compensation to personnel, the project director is responsible for initiating payroll actions to start, stop, or change the rate of pay for all personnel.

When otherwise not on the regular Boise State University payroll, faculty may be paid from project sources at rates not in excess of 1/9 per month of their current academic year contract. For faculty on academic year contract who are compensated for services performed during the summer months, this is equivalent to 33% over contract salary. Some federal agencies, the NSF for example, limit the amount of summer compensation to a maximum 2/9 of academic contract salary.

Federal regulations generally prohibit routine payment of augmented (supplemental) compensation for fully employed faculty during the academic contract period. Only in cases when it is not possible to achieve a released time arrangement and where it is allowable under the policies of the funding agency, may requests for exceptions be made to the agency. Exceptions must be specifically approved in writing by the granting agency.

If a request for supplemental compensation is approved, the University recognizes that the faculty member will be functioning under a condition of work overload. The extent to which a faculty member may carry an overload shall be a matter of negotiation between the faculty member, his department chairperson, and the appropriate dean.

Research and Allied Professional Activities

General Information

Excerpts from the Federal Register, Volume 39, No. 3, January 4, 1974.

General Services Administration Federal Management Circular FMC 73-8

Title, 34, Chapter 2, Subchapter D, part 254, entitled, "Cost Principles for Educational Institutions".

Appendix A: Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Educational Institutions

Part J, Paragraph 7b:

Payroll Distribution: Amounts charge to organized research for personal services, except stipulated salary support, regardless of whether treated as direct costs or allocated as indirect costs, will be based on institutional payrolls which have been approved and documented in accordance with generally accepted institutional practices.

Part J, Paragraph 7c:

Stipulated Salary Support: It will be necessary for those who review research proposals to obtain information on the total academic year salary of the faculty members involved; the other research projects or proposals for which salary is allocated; and any other duties they may have such as teaching assignments, administrative assignments, number of graduate students for which they are responsible, or other institutional activities. Stipulated amounts for an individual must not per se result in increasing his official salary from the institution.

Part J, Paragraph 7e:

Direct Charges for Personal Services Under Stipulated Salaries: The federal auditors are no longer required to review the precise accuracy of time or effort devoted to research projects. Rather, their reviews should include steps to determine on a sample basis that an institution is not reimbursed for more than 100 percent of each faculty member's salary and that the portion of each faculty member's salary charged to government-sponsored research is reasonable in view of his University workload and other commitments. The stipulated salary method may also be agreed upon for that portion of a professional's salary that represents cost sharing by the institution.

APPENDIX IV

GRADUATE SCHOOL

Graduate Faculty

Procedures for Designation of the Graduate Council

How to Initiate a Graduate Course

Operating (Procedural) Rules of the Graduate Council

The Graduate Council's View on the Question of What Constitutes a Full-Time Academic Assignment

Graduate Admission Procedures

Graduate Registration Procedures

Candidacy

Final Examination Requirements

Application for Graduate Degree

Program Development Form

Information on Course Numbering and Availability of Credits

Retake, Repeat Policy

Credit Limitation in Courses Graded Pass or Fail and Independent Study

Elementary Education with Core Enrichment

Recommendations on Student Course Loads

Graduate Credit for Seniors

Policy on Taking Graduate Courses for Undergraduate Credit

Course Numbering System

BOISE STATE UNIVERSITY

GRADUATE FACULTY

Principles for Nomination to the Graduate Faculty

1. Ordinarily, an individual shall possess the highest degree usually earned by scholars or professionals in his particular field.
2. Ordinarily, an individual shall have demonstrated professional productivity and scholarly maturity.
3. An individual shall have had successful experience in upper division college or university teaching.
4. Any individual who no longer has graduate faculty responsibility (defined below), or who has discontinued or minimized his scholarly contribution may be dropped from Graduate Faculty status by vote of the Graduate Council. Review and recommendations shall be made by the Graduate Council each three years.

Responsibilities of Graduate Faculty Membership shall include the following:

1. To conduct courses which are offered for graduate credit.
2. To guide graduate seminars.
3. To supervise the research problems of graduate students and to serve as thesis advisors and members of thesis committees.
4. To conduct graduate examinations (written, oral, or both).
5. To serve on occasion as members of the Graduate Council.
6. To be responsible for all policies relevant to the academic welfare of the Graduate School including research and writing.

Graduate Faculty members are expected to contribute in at least one of ways 1 though 6 at least once in each three-year period.

Procedure for Designation of Graduate Faculty

1. Suitable faculty shall be nominated in the respective departments in the Schools of Arts and Sciences, Business, and Education. Selection of Graduate Faculty is to be a departmental decision in accordance with the "Principles for Nomination" given above.
2. These names will then be submitted to the dean of the school to which the department belongs; the dean will review the nominations and send them on to the Graduate Council with his recommendatiom.
3. The Graduate Council shall approve or disapprove the recommendations it has received in accordance with the standards set in "Principles for Nomination to the Graduate Faculty".

4. Departments shall have the right to decline to nominate any individual, and the dean of the school shall have the right to decline to recommend any individual for Graduate Faculty status.

5. The Graduate Council shall have the right to decline to accept, or to terminate as a Graduate Faculty member, any individual on the basis of the "Principles for Nomination to the Graduate Faculty".

6. Appeals from recommendations by departments or deans of schools may be brought before the Graduate Council. Council decisions, in these appellate cases, will be subject to review by the Executive Vice-President.

PROCEDURES FOR DESIGNATION OF THE GRADUATE COUNCIL

Graduate Council members must have been designated as Graduate Faculty prior to selection for service on the Graduate Council. For additional information, refer to the Faculty Constitution, Appendix I, By-Laws III H and II C. A school or division must have a graduate faculty before it can be represented on the Graduate Council.

HOW TO INITIATE A GRADUATE COURSE

To initiate a graduate course (numbered 500 or above) or to initiate offering an existing 300 or 400 series course for graduate credit through the G or g designation, a faculty member would follow the steps listed below:

1. Submit the recommendation to the appropriate department head.

2. After suitable study in the department, if a decision is reached to request the course or designation, submit the proposal to the Graduate Council.

3. This proposal for a new 500 series course must include:

   a. Catalog description of the course.

   b. Analysis of departmental ability to offer the course.

   c. Analysis of student demand for the course.

   d. Comparison with courses at other schools.

   e. Analysis to show that the course material is not properly in the teaching area of any other department at Boise State University.

   f. Analysis to show that the course material does not duplicate other currently offered courses.

4. This proposal is to be conveyed to the Graduate Council by a council representative from the appropriate school. The council may ask for a presentation by the originating faculty member, his department head, or any suitable

representative of his school.

5. Any recommendation by the Graduate Council is subject to approval or disapproval in the Faculty Senate or by the President.

OPERATING (PROCEDURAL) RULES
OF THE GRADUATE COUNCIL

1. Undergraduate course proposals will not originate with the Graduate Council, but will be presented to the undergraduate Curriculum Committee. If a course is approved through the regular undergraduate procedure, then a department may ask the Graduate Council to recommend G or g status to the Senate.

   On matters of general curricular policy, which involve undergraduate and graduate areas of responsibility, either committee might initiate a study of the problem. Ultimately, both committees would present their views to the Senate.

2. Graduate Council members who are members of the faculty of a given school jointly form the Graduate School's subcommittee on the affairs of that school. Curricular proposals will be transmitted to the Council through them. The Council expects the subcommittee members to be prepared to defend the proposals they bring or to invite suitable faculty for the defence. Proposals from a given school can still come before the Council even if the subcommittee for that school declines to recommend them.

3. The Graduate Council recognizes that one school, or department thereof, may propose courses or programs which raise the question of duplication of offerings, faculty abilities and experience, facilities, responsibility, or other conflicts of interest.

   It will be the stated policy of the Graduate Council that it will make recommendations to the Faculty Senate in cases of interschool conflicts on the following basis:

   a. If a course or series of courses, which involve primary areas of responsibility in two or more departments or schools, can be restructured into new courses (but interdependent), each closer to the primary area of the given departments or schools, then the Council will expect the schools or departments involved to resubmit their proposals until all avenues of complimentary course proposals are exhausted.

   b. Should it seem impossible to solve the problem through cooperative offerings of complimentary courses, the Council will either table the proposals or elect to recommend one proposal over the other. Should one proposal be recommended, then the Council will give priority, in the order listed, on the basis of the following considerations:

      (1) Which department has an established graduate curriculum in this area? If no graduate curriculum is established, which department has an undergraduate curriculum in this area?

(2) Which department has the faculty now to teach the course?

(3) Which department has the better physical facilities now?

(4) Which department has faculty who have actually taught the material so that they have the judgement and experience in knowing whether the courses, as proposed, are teachable?

(5) Assuming that the primary area of the instructor's terminal degree might receive the heavier emphasis and better teaching, then it will most likely be the student's greatest advantage to emphasize which area, approach, or point of view.

If both departments or schools seem to have claim on a given priority, the Council will avoid trying to decide which claim is better on this single priority until it has searched the entire list of priorities.

The subcommittee for a given school is expected to resolve intraschool conflicts on the basis of the standards in rule 3.

4. The Graduate Council believes that it is poor educational proactice to use G or g designations on the existing undergraduate courses if there is a presumption of either or both of the following:

   a. The graduate students would take the course for objectives contrary to those which the course has as an undergraduate course.

   b. The graduate students, by their very presence, would seem to undermine the stability of the course to the undergraduates for whom it is intended.

5. The Graduate Council believes that the courses intended to fill the need of any significant number of graduate students having similar interests should be designed specifically for them and so indicated by the use of the 500 number designation.

   The Council discourages the use of the G and g courses in situations of this sort.

6. The Graduate Council, noting that its recommendations can, in any case, be questioned in the Senate, will accept sole responsibility for decisions on whether to recommend G or g status for existing undergraduate courses.

7. To insure that courses given G and g designation continue to meet their undergraduate objectives, the Graduate Council will respond to recommendations for investigation brought in by the Graduate Dean. Department chairmen are expected to hear recommendations for investigation and to have been given every opportunity for corrective action before the matter is brought before the Graduate Council. Should the Council determine that the G or g status has materially impaired the effectiveness of the course at the undergraduate level, then the Council will recommend to the Senate that the G or g status be removed if it feels that departmental correction action has been ineffective and is impractical.

THE GRADUATE COUNCIL'S VIEWS ON THE QUESTION OF WHAT CONSTITUTES A FULL-TIME ACADEMIC ASSIGNMENT

1. The Graduate Council recommends that any formula or other systematic procedure used to determine full-time equivalent load for graduate faculty include at least the following criteria:

   a. Number of credit equivalent hours in lecture type classes at all levels.

   b. Number of Graduate students, or thesis students, or students for whom the faculty member has primary responsibility. (This would include the case of being in charge of the student's committee.)

   c. Number of graduate students who are advisees. (This would include the case of being on the student's committee.)

   d. Number of credit hours in the courses for which the faculty member does not have primary lecture responsibility, but in which he does contribute on a regular basis. (This would include practica, seminars in which the students do the talking, workshops, directed readings, and research.)

   e. Number of undergraduate advisees and the enrollment figures in any undergraduate courses which the faculty member teaches.

   f. Service on departmental, school, and universitywide committees when this service is at the request of the Faculty Senate or of an administrative officer--department head, dean, or President, for example.

   g. Number of students for whom the faculty member supervises independent study projects or essays.

2. The Graduate Council feels that the several departments or schools should be allowed to develop their own formula or other systematic procedure to utilize the above criteria in arriving at a full-time equivalent load for each faculty member.

GRADUATE ADMISSION PROCEDURES

1. A student who corresponds with the Admissions Office receives a reply which contains information equivalent to the Boise State University catalog statements concerning the rules of the Graduate School. In addition, the catalog description of the program in which he has expressed interest is included. He also receives a graduate application for admissions. The School of Business applicants are instructed about taking the ATGSB test.

2. When the Admissions Office has received completed transcripts, the ATGSB scores in the case of business applicants, the completed admissions application, and the appropriately marked identification of program form, these are sent to the Admissions Committee in the school or department which fields the program in which the student is interested. The Admissions Office will also complete as many items as possible on both sides of the (blue) graduate record progress card and send two completed cards with the other materials to the Admissions Committee. As far as possible, this office will also complete and send parts A and B of the recommendation form.

3. The school or department which has decided on admission will then complete as many more lines on both copies of the progress card and of the recommendation forms as possible and will send the student's complete file to the Graduate School.

4. The Graduate School ordinarily will confirm the decision of the departmental or school admissions committee. One progress card and one copy of the recommendation form will then stay in the Graduate Office, and a file on the student will be started.

5. The other progress card and the remaining materials are then returned to the Admission Office so they will know the decision; and this office will advise the student. Form letters for this purpose have been printed. If the decision is to deny admission, the student gets a letter reminding him that he can still take courses in special status.

6. The Admissions Office returns the second progress card and the other material to the department or school which fields the program so that they will know that the student has been advised of his status and the final decision of what his status is.

GRADUATE REGISTRATION PROCEDURES

The Admissions Office will prepare a registration packet for all graduate students who submit a completed application for admission to Boise State University without regard to the eventual status they may have in the Graduate School. These procedures are essentially identical to those for undergraduates. Schools or departments fielding the programs are responsible for advising procedures and to see that advisors are available before and during registration. The same trial study list forms will be used as are current for undergraduates. Business and education faculty will staff the Graduate School station during registration.

1. The graduate student will see his advisor and complete his trial study list.

2. He will get his registration packet, enter the registration area, and get his class cards exactly as the undergraduates. Graduate students will register before seniors.

3. (The only one unique procedure for graduate students.) He will stop at the Graduate School station prior to paying his fees. Here his name will be checked against a master list which will have been prepared by the Graduate

Office showing the status of all graduate students who have been admitted to the Graduate School.

If the student has been admitted officially, he has what is called "program" status. If he has not yet been admitted (or has been denied admission), he can have only what is called "special" status.

In any case, the student must present his class cards at the Graduate School station, and they will be stamped either "regular" or "special" according to what is says at that time on the master list. The student in special status must then and there sign the waiver statement and agreement, a copy of which will then be given to him.

4. The student then completes registration in the same manner as the undergraduate. The teller checking his class cards, however, is responsible to check that they are stamped either "regular" of "special" and to refuse to let him complete registration if he has not been through the Graduate School station.

Seniors who desire to take graduate courses and reserve them for graduate credit and persons working on a second bachelor's degree will be included on the master list. Graduate courses taken by these people will be in "regular" status if they have been admitted to the Graduate School; otherwise, they will be in "special" status, and the class cards must be stamped in either case. Seniors reserving credits must have completed the appropriate form called the "Senior Permit" form.

Notes:

1. Graduate credit class cards will be color keyed. This applies to 500 level courses and to G and g courses. G and g courses will have both types of cards (graduate and undergraduate).

2. The Masters Program Development form will be completed during the student's first semester or session in "program" status, but not necessary at registration time.

3. A graduate student in "program" status must have a trial study list signed by his graduate advisor (not the Graduate Dean) approving any courses he takes for graduate credit. Otherwise, he must sign the waiver form. The Graduate School Clerk station will check for this requirement.

CANDIDACY

A student should apply for admission to candidacy and graduation as soon as he has completed twelve (12) hours of graduate work with a grade point average of at least 3.00 in an approved graduate program of study, has removed all listed deficiencies, and has met any specified foreign language requirements.

Candidacy involves specifying, on the appropriate forms, the list of courses and projects which comprise the M.B.A. or M.A. This list, properly approved, constitutes the student's program. Changes in the planned program after admission to candidacy must be recommended in writing by the student's supervisory committee and be approved by the Dean of the Graduate School. Application forms for admission to candidacy are available from the dean (Business or Education) of the school which fields the student's degree program.

FINAL EXAMINATION REQUIREMENTS

The requirement of a final examination, written or oral, or both, is optional with the department or interdisciplinary unit which fields the student's program. When the examination is required, it is adminstered by the unit concerned. The dates for these examinations are set by the Graduate School once each seemster and summer session. They are listed in the Boise State University Bulletin Academic Calendar. A student is not eligible to apply for the final examination until he has been admitted to candidacy.

Failure in the examination will be considered terminal unless the supervisory committee recommends and the Dean of the Graduate School approves a re-examination. Only one re-examination is permitted. At least three months must elapse before a re-examination may be scheduled.

The requirement of a final examination in defense of any thesis or project is optional with the department or interdisciplinary unit concerned. When required, a final examination in defense of the thesis must be conducted at least three weeks before commencement. On a final oral examination in defense of a thesis, an additional member, who may be from outside the department or school, may be appointed by the Graduate Dean at his discretion. Application for final comprehensive examination(s) is made through the office of the dean (Business or Education) of the school fielding the program.

APPLICATION FOR GRADUATE DEGREE

The final step in completing a graduate program consists of paying the graduation fee at the Student Union Bookstore. To pay the fee, one completes the form entitled, Application for Graduate Degree, which can be obtained from the Admissions Office or from the Deans of the School of Business or the School of Education or from the Graduate Dean. The completed forms are turned in to the Office of the Registrar.

PROGRAM DEVELOPMENT FORM

Graduate students in regular status will complete a Program Development form with their advisor or committee before the end of the first academic period (summer, fall, or spring) in which they take graduate work at Boise State University, after having been notified of admission in regular status. With the word "regular" changed to read "provisional", the above rule also applies verbatim to students notified of admission in provisional status.

This rule does not apply to students admitted in unclassified status, nor does it apply to special status classification students (these are admitted only to

Boise State University and not to the Graduate School).

The Program Development form will be available from the schools offering graduate degree programs (Business and Education). The advisor or committee will file the Program Development form upon completion. Each change in program must be completed by filing a new Program Development form showing the changes from the previous form.

Any courses being offered as transfer credit, as credit reserved, or as credit through the Cooperative Graduate Center must be claimed at the time the Program Development form is originally filed or before the end of the first academic period (summer, fall, or spring) after which credit has been earned, whichever is the earlier date

It is the responsibility of the graduate student to keep all program changes up to date by completing and filing amended or new Program Development Forms as necessary.

The Program Development Form is to be used to effect a change of status from provisional to regular That is, when a student is given provisional status, the admission letter states what must be done to attain regular status. When this contract is completed, the student obtains regular status by completing a new (regular status) Program Development form and filing it with his committee or advisor

INFORMATION ON COURSE NUMBERING
AND AVAILABILITY OF CREDITS

Universitywide Graduate Course Numbering:

580-589	Selected Topics
590	Practicum
591	Research
592	Colloquim
593	Thesis
594	Extended Conference or Workshop (Graded A-F)
595	Reading and Conference
596	Independent Study
597	Special Topics
598	Seminar
599	Short-Term Conference or Workshop (Graded Pass or Fail)

The grade of "F" in 599 courses would count (adversely) in computation of grade point average. Grades of "I" and "W" are also available under this course number. The grade of "P" does not affect grade point average. The repeat, retake policy stated on the next page applies to 599 courses.

RETAKE, REPEAT POLICY

A student who earns a grade of "D" in a graded 500 series course at Boise State University may include no more than one repeated course towards a master's degree program. A sequence graded as a single unit (like TE 570, 571, 572) will be counted as one course, one repeat, for the purposes of this policy. A student who earns a grade of "F" may not count a retaken course toward any master's degree program at Boise State University.

This rule implies that a student who gets an "F" in a required core course (TE 570, 571, 572, or MB 510, 511, 512, 513) is automatically excluded from further master's degree work in whichever program he was in. With a "D" in one of these courses, there is a single chance of redemption.

CREDIT LIMITATION IN COURSES GRADED

PASS OR FAIL AND INDEPENDENT STUDY

599 Conference and Workshop -- A maximum of three (3) credits earned with a grade of "P" will be allowed toward the credit requirements for a master's degree at Boise State University.

596 Independent Study -- Master's programs at Boise State University may include independent study credits at the discretion of the graduate student's supervising committee or professor, through a limit of nine semester hours with not more than six credits in any one semester or session.

ELEMENTARY EDUCATION WITH CORE ENRICHMENT

This curriculum in Elementary Education with Core Enrichment is essentially the same as the curriculum in Elementary Education. The distinctive feature is that an approved program may be designed for specialization in a given departmental area such as art, humanities, mathematics, music, or science, to name just a few possibilities. Approved programs will include the basic elementary core of nine (9) semester hours and will allow no more than fifteen (15) of the remaining hours to be in any one departmental area. Various departments in the School of Arts and Sciences offer graduate courses designed especially for students in the Elementary Education programs.

LIMITATIONS ON STUDENT COURSE LOADS

Graduate students seeking to take courses for graduate credit only in the evening or only in the early morning and in the evening (due to full-time employment) may not take more than a total of two such courses in any one semester or summer session. Waiver of this rule will not be granted by the Dean of the Graduate School without the explicit recommendation of the dean of the school responsible for the student's program.

GRADUATE CREDIT FOR SENIORS

A Boise State University senior with approval of the department in which he plans to work and the Graduate Dean may enroll for graduate credit during his senior year insofar as these credits will not prejudice his graduation during that academic year. The necessary Senior Permit forms are available at the Admissions Office and the office of each dean.

POLICY ON TAKING GRADUATE COURSES

FOR UNDERGRADUATE CREDIT

The Faculty Senate (April 15, 1971) adopted the following policy which has been recommended jointly by the Graduate Council and the undergraduate Curriculum Committee:

> "Undergraduate students at Boise State University may apply up to a total of two 500 level courses (they would enroll under special status) toward the credit requirements for their undergraduate degree. Undergraduate students in 500 level courses must have senior standing (in the area of the course they would take).
>
> All petitions to use such credits in waiver of, or substitution for, any departmental, school, or universitywide undergraduate degree requirements would follow the procedures current for such petitions when only undergraduate courses are involved. It is understood that credits, once used toward an undergraduate degree, can never be used at Boise State University for a graduate decree. Moreover, a graduate course cannot be 'retaken for graduate credit' by a student who already has taken it for undergraduate credits. Five hundred level courses taken in this manner may be applied to the required 40 hours of upper division courses."

COURSE NUMBERING SYSTEM

Courses numbered 500 and above are intended primarily for graduate students. The number designates the educational level of the typical student in the class, i.e., he has graduated from college.

Other courses than graduate, numbered at the 300 or 400 levels, may be given g or G designation to carry graduate credit. The department or school concerned will have the right to limit the number of g or G credits which can count toward any degree for which it has responsibility, and in no case can more than one-third of the credits in a degree program be in courses at the 300 and 400 level

A department or school which uses g or G designations will use them to have the following significance:

1. g courses carry graduate credit only for graduate students in majors outside the area of responsibility to the department or school.

2. G courses carry graduate credit for students both in the department or school and for other students as well.

APPENDIX V

CAREER AND FINANCIAL SERVICES

Student Employment

- Information and Procedures for College Work-Study Program (Student Employment)
- Current Jobs
- Annual Budget for Student Employment
- Off-Campus Employment

Scholarships

- University Club Awards
- Academic and Vocational Scholarships
- Restricted Scholarships and Service Awards
- Procedures for Awarding Scholarships

Career and Financial Services

- Career Planning Assistance
- Credential Service
- Off-Campus, Part-Time, and Vacation Employment
- On-Campus Interviews

STUDENT EMPLOYMENT

Student jobs are available on campus. Positions consist of work in the various offices of the university, the Library, and for Buildings and Grounds. Applications for on-campus employment are available in the Office of Career and Financial Services.

Information and Procedures for

College Work-Study Program (Student Assistants)

Purpose: The purpose of Title IV, Part C of the Higher Education Act as amended is to stimulate and promote the part-time employment of students, particularly students from low income families, in institutions of higher education who are in need of the earnings from such employment to pursue courses of study at institutions of higher education. Under the Federal College Work-Study regulations Boise State University is required to give priority to filling student employment positions to those students with the greatest financial need. These funds are, in fact, awarded as a form of student financial aid, with the need of the institution secondary.

Eligibility of Students: In no case may a student be employed or promised employment without referral from Career and Financial Services. The eligibility of students has been extended through the amendments to provide for a work opportunity for any student who has demonstrated need of additional funds in order to continue college. Priority must be given students from low income families, however. In order for a student to establish eligibility at Boise State University, he/she must file the standard Family Financial Statement with American College Testing Financial Aid Operations. In approximately three weeks the student will receive an Institutional Data Sheet from ACT, which is to be notarized and returned to Career and Financial Services. The student may already have on file a current financial aids application that should be revised.

It is the policy of Boise State University to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, or sex, in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 799A and 845 of the Public Health Service Act, where applicable, as enforced by the U.S. Department of Health, Education, and Welfare.

Wage Rates: This institution in its agreement with the Commissioner of Education has agreed to abide by the regulations governing the College Work-Study Program, including the Fair Labor Standards Act wage rates. The entry level wage is the current Federal minimum hourly rate (which increases from $2.00 per hour to $2.20 per hour January 1, 1976.) Supervisors may provide pay increases based upon experience and skill up to $2.50. A strictly limited number of positions are authorized in the $2.50-$3.50 range and for highly technical work. These positions must be approved by the Director of Career and Financial Services.

Limitation on Hours of Work: In no case may a student work in excess of 40 hours in a given week. Supervisors should consider the student's course load, maximum earning level, and the departmental work-study budget in setting a reasonable work schedule.

Summer Eligibility: To be eligible for employment under the College Work-Study Program during the summer, a student must already be enrolled or accepted for enrollment as a full-time student of the institution. This includes:

1. students who have been in full-time attendance preceding the summer session and intend to continue their programs during and/or following the summer session at that institution,

2. students who are enrolled as full-time students for the first time during the summer session and intend to continue after the summer session, and

3. students who have been accepted for enrollment as full-time students in the term following the summer session.

A transfer student who is not enrolled during the summer term, and who has been accepted for full-time enrollment at another institution for the next academic year may be employed during the summer only under the program of the institution to which he is transferring.

Students attending the institution during summer sessions only, but not during the regular academic year, are not eligible for employment under the program.

Current Jobs

1. After applications from students are received and Career and Financial Services has had the opportunity to determine the eligibility of students to participate in the College Work-Study Program, students will be referred to the supervisor. Federal regulations require that Career and Financial Services stipulate a ceiling of earnings after a review of the individual's needs.

2. The student will hand-carry an approved referral to the supervisor; and if the supervisor accepts the student, a signed copy is returned to Career and Financial Services through interoffice mail so there is a written record of acceptance from the supervisor. Supervisors should note carefully the maximum earning limitation of the students.

3. If you have members in your classes who are returning employees or who wish employment for the first time, you must have them contact this office prior to their commencing employment. No student can be paid out of the funds administered through this office for any hours worked prior to approval by this office. Students may be put to work only after providing the supervisor with a written referral statement from this office.

4. It is the responsibility of the supervisor to see that the time card is filled in each day for each hour that the student works; and it is your responsibility as supervisor of this student to submit this time card as directed to Career and Financial Services for certification to the Business Office. As a supervisor, you are expected to:

   a. Give the new employee complete and clear-cut instructions in regard to the duties they perform.

   b. Establish with the students the hours such duties may be performed and such other working conditions that are in line with good supervision of any employee. In no case may a student work in excess of 40 hours in a given week. Supervisors should consider the student's course load, maximum earning level, and the departmental work-study budget in establishing a reasonable work schedule.

   c. Emphasize preserving the confidentiality of records to which the student may have access.

   d. Insure that the student does not exceed his/her maximum earnings ceiling. We are prohibited from paying from any source a student any amount in excess of that figure indicated on the referral notice.

   e. Insure that the department does not exceed its work-study allocation.

5. Those students who are ineligible for employment under the Work-Study Program possibly may be hired using university funds. However, they must follow the same procedure as Work-Study applicants and be referred by Career and Financial Services.

6. Students should complete a W-4 withholding form if they are being employed for the first time. The W-4 withholding form should be attached to the first time card which they submit. The name that appears on the time card should be the name on the student's Social Security Card. Nicknames should not be shown.

7. Supervisors who prepare time cards for the student employees should be sure that the student reviews the hours that are to be turned in so that errors in the number of hours are avoided. Do not fail to indicate department on time card on appropriate line beneath signature of the supervisor. Any corrections of paychecks will be made on the paycheck for the following month. The student time card should indicate the Social Security Number, signatures of both employee and employer, and where the student is working. If the box named "Other" is checked, the location should be written in. If a student is paid from a special fund or grant, the name of the fund or grant should be shown.

8. Remember to send all student time cards to Career and Financial Services. If the card is received by the Payroll Office first, it will have to be sent to Career and Financial Services, thus causing unnecessary delay in final processing of the time card. The Accounting Office will publish a

schedule of time card due dates and the dates when the payroll checks will be issued.

9. If it becomes necessary to terminate a student, a "Report of Termination of Student Employee" (available from Career and Financial Services) must be completed and include reason for termination. It is expected that supervisors will give students reasonable notice.

ANNUAL BUDGET FOR STUDENT EMPLOYMENT

Funding of student salaries is budgeted annually to the various schools of the university for distribution by deans, chairmen, and department heads. Supervisors are expected to assist the staff of Career and Financial Services in cooperation with the Accounting Office, in budget control month by month of allocated funds for student assistants.

Procedure for New Jobs

Any staff or faculty member who is desirous of having a student referred for possible employment during the academic year should follow the guidelines set forth below.

Hiring and budget commitments must be approved by your department head. For planning purposes of new jobs, Career and Financial Services will provide an NCR form to record a brief job description explaining the duties that you expect the student employee to perform. The work assignment should include:

a. Title or job description showing the duties.

b. The entering pay recommended.

c. The limitations and the hours that the student can work per week.

d. The total amount of money expected to be earned by the Work-Study assignment.

e. The name of the supervisor.

f. On the same job description referral form, indicate any special skills of aptitudes that are desired so that Career and Financial Services may refer a student who meets your job qualifications to the extent possible.

Off-Campus Employment

Career and Financial Services also maintains a referral service for part-time and vacation jobs in the community for students and spouses.

SCHOLARSHIPS

Annual closing date for scholarship consideration: February 2.

University Club Awards

A limited number of University Club Awards are available for incoming freshmen. These awards are given annually in recognition of academic achievement, leadership, performing arts or special talent. Applications are available only from Jerry Davis, Director of High School and University Relations, Administration Building, Room 103.

Academic and Vocational Scholarships

The Career and Financial Services Office, in cooperation with each school, academic department, and the Vocational-Technical Division of the University, awards a number of scholarships annually.

To be eligible for consideration of a scholarship, candidates must:

1. File a completed Boise State University Scholarship Application by February 2. Applications are available at the Career and Financial Services office, Administration Building, Room 117.
2. Have a cumulative GPA of 2.5 and must have earned a 2.5 GPA in his/her last semester as a full-time student.

Incoming students:

1. Incoming academic freshmen students must attach a copy of their 7-semester High School transcript or equivalent document to the scholarship application.
2. Vocational-Technical students must provide scores from the General Aptitude Test Battery OR High School transcripts to the Vo-Tech Counseling Office as part of their admission requirements.
3. Transfer students must attach to the scholarship application a grade transcript from the institution previously attended.

Continuing BSU students:

Students who are already enrolled at Boise State University are judged on their performance and the personal knowledge their advisors or other faculty members may have about them.

A copy of their BSU grade report showing grades and credits earned during the Fall Semester and cumulative GPA must be attached to the scholarship application.

Students are advised to contact the chairperson of their department for more details concerning the departmental criteria for Academic Scholarships.

RESTRICTED SCHOLARSHIPS AND SERVICE AWARDS

The Career and Financial Services Office administers a number of scholarships that are awarded on the basis of financial need and academic excellence or other criteria as determined by the scholarship donors.

To be considered for these valuable scholarships, candidates must submit:

1. A Boise State University Scholarship Application by February 2.

2. The ACT/Family Financial Statement by March 1.

Applications may be obtained at the Career and Financial Services office, Administration Building, Room 117.

Various departments and schools of the University also have some restricted scholarships and service awards to assist students. Contact the following for information:

Dean, School of Business	FOR:	School of Business Scholarships
Dean, School of Arts & Sciences		Annual Science Competition Awards
Chairman, Music Department		Music Audition Awards Band Participation Service Awards Audition for Idaho Federation of Music Club Awards
Vocational-Technical Counselors		Tau Alpha Pi Awards
Director of Athletics		Athletic Grants-in-Aid (NCAA and Big Sky Conference Rules)
Chairman, Theatre Arts Dept.		Performing Arts Grants
Chairman, Communications Dept.		Forensics Competition Awards
Associated Student Body		Stipends for Appointive and Elective Positions
Editor of the Arbiter		Stipends for Service

Procedures for Awarding Academic Scholarships

(approved by Faculty Senate 2/7/74, 2/21/74, 3/28/74, and 4/18/74)

1. Financial need and thus the filing of the ACT Family Financial Statement should be discontinued as a factor used in awarding scholarships whenever possible. (Guidelines for some scholarships explicitly state that a student's financial need be considered.)

2. Institutional scholarship funds should be allocated directly to each school and to the departments within that school on the percentage enrollment of

full-time majors in that area. The students who have not declared a major will be treated as a separate school or department. A minimum of two one-semester full fee scholarships must be presented each department. (As amended March 28, 1974) The Financial Aids Committee will serve as a department for purposes of awarding scholarships to students who have declared no major (coded 0000) and also those students who have declared General Liberal Arts as a major (code 1501).

3. One application form is to be used for all scholarships awarded from institutional funds and may be secured from the Career and Financial Services office.

4. The Career and Financial Services office will provide each department with a copy of each student's scholarship application. Each department and academic dean will also receive the percentage breakdown of institutional funds.

5. In order to be considered for a scholarship, a continuing Boise State student must have a cumulative GPA of at least 2.50 and must have earned a 2.50 during his last semester as a full-time student at Boise State. Scholarship recipients must be enrolled as full-time students during the entire period of their award.

6. Departments should devise their own method of selecting recipients, consistent with these guidelines for their pro-rated share of scholarship dollars.

7. Each department shall designate alternates equal to half the number of original designees. All scholarships not claimed within five (5) class days shall be awarded to those alternates.

8. Any unclaimed scholarships in a department shall be awarded the students designated by that department in time to make such awards for the spring semester of that academic year.

CAREER AND FINANCIAL SERVICES

The Office of Career and Financial Services offers career planning and employment assistance to Boise State students. This integrated student service program reflects the University's concern for the development of its graduates. Basic services include:

1. Career Planning Assistance: The professional staff is available to provide information and assistance regarding career choice and placement opportunities. Career and Financial Services has a growing library of career references located in the Career Resource Center, Administration Building, Room 124.

2. Credential Service: By establishing a placement file with Career and Financial Services, a student may assemble a permanent file containing all

the vocationally significant data at a time when instructors and administrators remember him/her best. Once a file is established, it may be sent to prospective employers and/or graduate schools. Placement files are retained permanently so that they may also be used in future career seeking circumstances. Students are urged to establish their placement file two semesters prior to graduation.

3. Off-Campus, Part-Time, and Vacation Employment: Career and Financial Services maintains information on off-campus, part-time, and full-time summer, and Christmas employment for students and their spouses.

4. On-Campus Interviews: Students are also welcome to interview with employers recruiting on the campus. Each year, representatives from business, government, and educational institutions arrange for interviews in the Career and Financial Services office.

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